

Application Format

**Application for GGL's CNG Franchisee Station**

**Site/applicant details to select CNG Station Franchisee**

**Important Information / Term & Conditions**

1. *GGL does not appoint any agency or persons to allot CNG station. You are requested not to entertain any such agencies or persons and transact directly with the company as given in the advertisement. GGL will not entertain any agency or person on your behalf, and you will have to personally represent your application(s).*
2. *Applicant is required to sign on all page of the application form*
3. *Incomplete form will be rejected out rightly.*
4. *GGL reserves the right to accept / reject any application without prior notice or reason.*
5. *The "Site/applicant details to select CNG Station Franchisee" is for the purpose of collecting prima facie information and it shall not be deemed or construed to be an offer capable of acceptance. Nothing stated herein shall be deemed or construed as acceptance of any terms and conditions by GGL. Submission of this form does not guarantee award of CNG Station.*

Location \_\_\_\_\_ District \_\_\_\_\_ State \_\_\_\_\_  
Advertised on <<dd-mm-yyyy>> in <<name of newspaper>> by Gujarat Gas Limited

The Following details should be furnished by the applicant.

SN	Description	To be filled by the applicant
1	Date of Application	
2	Offer for land at (location name as per newspaper advertisement)	
3	Name of the applicant	
4	Communication Address	
5	Mobile / Contact number	
6	Full Address of offered land	
7	Type of land : Agriculture / Non Agriculture (Residential / Commercial / Industrial)	
8	Nearest Landmark	
9	Key Plan showing details of the property	
10	Area of the plot offered for Sale (Square Mtrs)	
11	Offered Land / Plot Dimensions: Frontage x Depth (in metre)	
12	Documents to be submitted with application: 7/12 Extract, Form no. 6, Form no. 8A, sale deed or its equivalent establishing the ownership of the land.	

### A. Individual (Applicant Details)

Name First Name Middle Name Last Name

Father's Name / Husband Name \_\_\_\_\_

Aadhaar No. \_\_\_\_\_

Date of Birth dd-mm-yyyy

Gender \_\_\_\_\_ Nationality \_\_\_\_\_ Marital Status \_\_\_\_\_

Contact: Mobile \_\_\_\_\_ Phone No. \_\_\_\_\_

Email ID \_\_\_\_\_

Latest  
passport size  
Colour  
Photograph  
with specimen  
signature on  
photograph

Address of Communication

House No./Flat No. \_\_\_\_\_ Building Name \_\_\_\_\_  
Plot No. \_\_\_\_\_ Street Name \_\_\_\_\_  
Area Name \_\_\_\_\_ Landmark \_\_\_\_\_  
City Name / Village Name \_\_\_\_\_ Taluka Name \_\_\_\_\_  
District \_\_\_\_\_ State \_\_\_\_\_ Pin Code \_\_\_\_\_

Details of person to be contacted in your absence

Contact Person Name \_\_\_\_\_  
Contact: Mobile \_\_\_\_\_ Phone No. \_\_\_\_\_

**B. Firm: Partnership / Private / public limited / Other (pls specify)**

Name of Firm \_\_\_\_\_  
Type of Firm Proprietorship / Partnership / Private / Public limited / Other (pls specify)  
(Please attach documents related to the firm)  
Contact Person Name \_\_\_\_\_  
Contact: Mobile \_\_\_\_\_ Phone No. \_\_\_\_\_  
Email ID \_\_\_\_\_

Address of Communication

No. \_\_\_\_\_ Building Name \_\_\_\_\_  
Plot No. \_\_\_\_\_ Street Name \_\_\_\_\_  
Area Name \_\_\_\_\_ Landmark \_\_\_\_\_  
City Name / Village Name \_\_\_\_\_ Taluka Name \_\_\_\_\_  
District \_\_\_\_\_ State \_\_\_\_\_ Pin Code \_\_\_\_\_

**C. Applicant Occupation / Business Details**

Current Occupations (if Individual) : \_\_\_\_\_  
Current Source of Income : \_\_\_\_\_  
Gross Income During last financial year ended 31/03/2018 Rs. \_\_\_\_\_  
In case you are an income tax assessee, please furnish PAN No. \_\_\_\_\_  
Current Business (If Firm) : \_\_\_\_\_  
Name of the Firm (If existing) : \_\_\_\_\_  
Type of Firm :

Proprietorship	Partnership	Public Ltd.	Private	HUF
----------------	-------------	-------------	---------	-----

Turnover of the company : \_\_\_\_\_

No. of employees employed on payroll : \_\_\_\_\_

Experience in any other retail sales : \_\_\_\_\_

(Give details of products traded e.g. FMCG, Pharma, Plastics, and Textiles etc.)

How long have you been in this business? \_\_\_\_\_

Annual Turnover (Rs.): \_\_\_\_\_

#### **D. Details of Site**

Do you have land available for development: \_\_\_\_\_ Yes / No

Are all documents related to the offered land are clear \_\_\_\_\_ Yes / No

Name of the land owner(s) offered for CNG station \_\_\_\_\_

Relationship of land owner with the applicant \_\_\_\_\_

#### Site / Location Address

Survey No.	Revenue No.	Block No.	Plot No.	T.P. No.

Village		National Highway No.	
Taluka		State Highway No.	
District		Name of the Road	
State		width of adjoining Road	

#### Status of the Land :

Total Area ( in Sq. Mtrs)		Area offered for CNG Station	
Total Frontage (in mtrs)		Frontage offered for CNG station (in mtrs)	
Status of land	Agricultural / Non-Agricultural	Depth of the plot from main road (in mtrs)	
Encroachment, if any	Yes / No	Whether land is, at any time, covered in Government Acquisition Plan	Yes / No, if Yes please provide details

Details of the surroundings

Reference Side	Direction	Indicate approx. distance (in mtrs) between the surroundings and plot boundary
Front Side	(East / West / North / South)	Also, please provide road details
Back Side	(East / West / North / South)	
Side 1	(East / West / North / South)	
Side 2	(East / West / North / South)	

Name of Electricity Utility Availability of Power Connection

**IMPORTANT NOTE:**

- Please attach Site plan / Plot Plan showing the dimensions of the plot and the road on which the offered land is situated.
- Please provide key plan showing your plot and the nearby plots in the area.

1. Site within City limit (Please tick (✓) the correct option:

Yes	No
-----	----

Please attach zoning certificate from the applicable authority

2. Is the Plot Currently Vacant (Please tick (✓) the correct option:

Yes	No
-----	----

If No, please indicate the time (in months) required to get the site fully vacated:

3. Is Power connection available at your site (Please tick (✓) the correct option):

Yes	No
-----	----

If yes, please indicate the details of the load

Connected load	Type of connection	Type of feeder

Any other information

---



---

4. Is there any electrical Cable / Wire passing over your site (Please tick (✓) the correct option):

Yes	
No	
If Yes, please choose the appropriate option:	High Tension ( ) Low Tension ( )

- 6.1 Electrical wire passing near the (Place a tick mark (✓) on the most appropriate option)

Front	Side 1	Side 2	Back Side
-------	--------	--------	-----------

5. Is there water connection available at your site :

Yes	No
-----	----

6. Type of approach road available to your plot / land :

Pucca	Kutchra
-------	---------

Width of the approach road (mtrs): \_\_\_\_\_

7. Please mention in brief the activities / establishments adjacent to your plot

Front Side: \_\_\_\_\_

Back Side: \_\_\_\_\_

Left Side: \_\_\_\_\_

Right Side: \_\_\_\_\_

8. Distance of the nearest junction (Circle / Crossroad / T-Point): \_\_\_\_\_

9. What are the activities in and around 100 mtrs from the plot

---



---

---

---

### **E. Land Owner's Details**

1. Names appearing in 7/12 document

a.	f.
b.	g.
c.	h.
d.	i.
e.	j.

Any other than above \_\_\_\_\_

In case of partnership deed, Please provide in a separate sheet the following

Sr. No.	Name of the Partner	Address of the Partner

### **F. Oil & Gas Industry Experience**

1. Any previous experience in Gas & Petroleum industry? :

Yes	No
-----	----

If yes, please provide details in a separate sheet in the following heads:

- a) Name of the Firm/ Company
- b) Name of the dealership and Address
- c) Operating Since
- d) Sales Volume per Months

2. Any family member involved in Gas & Petroleum industry? :

Yes	No
-----	----

If yes, please provide details in a separate sheet in the following heads:

- a) Name of the Firm/ Company
- b) Name of the dealership and Address
- c) Operating Since
- d) Sales Volume per Months

### **G. Financial Details**

Asset owned by applicant : \_\_\_\_\_

Asset owned by firm / partner: \_\_\_\_\_

Allocable surplus funds from the current business : \_\_\_\_\_

Income Tax returns (last two years) : Attach relevant documents

Name and Branch of your bank/s : \_\_\_\_\_

Address : \_\_\_\_\_

Account Type : \_\_\_\_\_

Account Number : \_\_\_\_\_

Please indicate the amount of fund beyond which you will be procuring bank loan :

25 Lakhs	25 – 50 Lakhs	50 – 100 Lakhs	Bank Loan not required

### H. General Background Detail

Are you related to any employee at GGL \_\_\_\_\_

If yes, Name of the GGL employee \_\_\_\_\_

Relationship with GGL employee: \_\_\_\_\_

Are you related to any political party / organization : Yes / No

If Yes, Name of the party / organization: \_\_\_\_\_

Position in the party / organization: \_\_\_\_\_

Do you or any of your blood relatives work in any government undertaking

Name of the person: \_ \_\_\_\_\_

Relationship with the person: \_\_\_\_\_

Name of the government organization: \_\_\_\_\_

Is there any legal offense against you presently or previously (Please tick (✓) the most correct option):

No	
If Yes Please mention the type of legal offense	Criminal ( ) Civil ( ) Other (pls specify)



## **I. Eligibility Criteria**

### **A. For Individuals**

- a. Nationality: Should Be An Indian National.
- b. Age: As On the Date of Application (In Completed Years) Not Less Than 21 Years.
- c. Financial strength: Should have sufficient financial strength
- d. Experience: applicant with the experience in the following field / activities shall be given priority.
  - i. Forecourt management of retail outlet of petroleum products
  - ii. Working experience in oil and gas sector

The documentary proof fulfilling the above criteria shall be submitted by the applicant along with the application form.

### **B. For Others**

- a. Partnerships: In case of partnerships, All partners to individually fulfil the eligibility criteria as specified above (for individual)
- b. Registered Co-op / Consumer Societies: In case of registered Co-operatives/ consumer societies, there should be at least one person fulfilling above eligibility criteria (for individual).
- c. In case of a firms / companies / organized bodies, there should be at least two persons fulfilling above eligibility criteria.

The documentary proof fulfilling the above criteria shall be submitted by the applicant along with the application form.

## **J. Broad Terms and conditions for land**

- a. Interested parties should offer open plots with clear & undisputed title only.
- b. Frontage of plot of land should be abutting the national highway/state highway/main road.
- c. City area (Gujarat and DNH) → Minimum Area - 1,000 Sq. Mtrs having minimum frontage of 30 mtrs (frontage abutting the main road).
- d. City area (Maharashtra) → Minimum Area - 750 Sq. Mtrs having minimum frontage of 25 mtrs (frontage abutting the main road).
- e. Highways → Minimum Area - 1,575 Sq. Mtrs having minimum frontage of 35 mtrs (frontage abutting the highway road) and depth of 45 mtrs
- f. The land requirement (area and dimensions) are subject to fulfilment of statutory requirements including but not limited to local Development Control Regulations and MORTH guidelines as applicable.

- g. The above mentioned depth of the offered land parcel is subject to compliance of applicable Building control line for adjoining road (NH / SH / City). The plot size indicated above shall be measured after leaving applicable ROW as per norms of NHAI/PWD/CPWD/State Highway Deptt./Local Authorities etc..
- h. In case of land situated on national highway, the applicant will ensure that the land offered meets the NHAI guidelines issued by Govt. of India, Ministry of Road, Transport & Highways from time to time. The offered land should also meet norms of statutory bodies like forest, explosive etc. and the land should be convertible for commercial and CNG Station use.
- i. The applicant shall arrange all statutory clearances such as Title Clearance, Non-Agriculture conversion, District Magistrate NOC / Police Commissioner NOC and no Objection certificate from co-owners, if any.
- j. If the entire land does not belong to the bidder then the group of persons who have plots contiguous to each other meeting our requirement can quote through one of them holding Power of Attorney for the others.
- k. Bidders offering agricultural land shall convert the same to non-agricultural purposed more particularly for the use of CNG stations or other allied purposes at their own expense and cost. The land must be suitable for development for CNG station and other commercial activities and impact charges, if any, need to be paid to the local development authorities right now or in future also, the same shall be paid by the land owner/applicant & the same shall never be recoverable from Gujarat gas Limited.
- l. Brokers/Property dealers need not apply.

**K. Broad scope of work**

Scope of M/s Gujarat Gas Limited

- a. Gujarat Gas Limited will open either mother / online / booster / daughter station depending upon the requirement.
- b. The initial layout for obtaining PESO approval shall be prepared by Gujarat Gas.
- c. All the CNG equipments like compressor, dispenser, and cascade will be installed and commissioned by Gujarat Gas Limited.
- d. All periodic and break down maintenance of CNG equipment will be in the scope of M/s Gujarat Gas Limited.

- e. The cost of power towards running of compressor and dispenser will be reimbursed by M/s Gujarat Gas Limited (a separate meter to be provided).
- f. Gujarat Gas will train the technicians / manpower hired / deployed by the applicant for dispensing
- g. Gujarat Gas will pay Franchisee Commission towards the provision of land, utilities, dispensing arrangements and other services rendered at CNG station.

The above-mentioned scope is subject to change at the discretion of M/s Gujarat Gas Limited

**Applicant's Scope:**

- a. All necessary permissions required from all statutory authorities (like Chief Controller of Explosives (CCOE) – Nagpur, local office, local Municipal office, District Magistrate NOC (DM NOC) / Police Commissioner NOC (PC NOC), NHAI etc.) for setting up of CNG station.
- b. Change in Land Use: Applicant shall get the change of land use from Agriculture to Non Agriculture (NA Commercial) for CNG station before the project activities are commenced at the land.
- c. The entire plot has to be developed exclusively for setting up of CNG station only and no other activity shall be allowed.
- d. All civil works such as foundations, canopies, electrical rooms, trenches, driveway, boundary wall, Sales room, other facilities etc are in the scope of the applicant. The technical details & design will be provided by the Gujarat Gas.
- e. Power connection for CNG station up to the site has to be arranged by the applicant. All necessary permissions including deposits, cable charges, connection charges etc as levied by the Power licensee for obtaining power supply shall be in the scope of the applicant. If the transformer and other associated electrical equipment are required for supplying power, then the same shall be in the scope of the applicant.
- f. Power cost towards illumination of the station is in the scope of applicant (a separate meter will have to be provided by the applicant).
- g. All manpower required for smooth operation of equipments installed at the station and dispensing of CNG to vehicles including security of station.

- h. Day to day operations like dispensing and maintaining the CNG outlet (as per standards of Gujarat Gas) shall be in the scope of the applicant.
- i. The proposed franchisee is required to deposit demand draft for an amount of Rs.5,00,000/- (Rs. Five Lakh only) as non-refundable fees including but not limited to Title Clearance, PESO approval / license fee, soil testing, architect etc. within 15 days from the issuance of Letter of Intent (LoI) / Site selection. The non-refundable security deposit shall be refunded in case of the Franchisee Agreement could not be entered into for any reason attributable to GGL.
- j. The proposed franchisee is required to submit refundable security deposit amount of Rs.5,00,000/- (Rs. Five Lakh only) or any such amount as may be informed by GGL as per its existing policies towards gas sales at least 3 working days prior to commissioning of CNG station. Post commissioning of CNG station, security equivalent to 3 days CNG sales is required to be maintained. Based on the actual sales, the security deposit may vary. Gujarat Gas reserves the right to enhance security deposit without assigning any reasons.
- k. The Proposed Franchisee agrees to execute necessary land lease deed in favour of Gujarat Gas Limited at least 15 days prior to execution of Franchisee agreement. GGL shall pay amount Rs. 1/- (Rs. One only) per annum towards land lease rental and remain fixed for land lease tenure.
- l. Telephone facilities, cabin with table, chair etc. for compressor operator has to be provided by the applicant at his own cost.

The duly filled applicant form along with requisite documents should be sealed and placed in an envelope superscripted as "Application for CNG Station (City & location name)".

Application with all the information and requisite documents should reach on or before due date & time as mentioned in the newspaper advertisement at the following address:

To,

The Chief Executive Officer  
M/s Gujarat Gas Limited  
2, Shanti Sadan Society  
Near Parimal Garden  
Ellisbridge, Ahmedabad  
Gujarat – 380 006

## Undertaking / Declaration

I Mr./ Mrs./ Ms. \_\_\_\_\_ son / wife /  
daughter of \_\_\_\_\_ and residing at \_\_\_\_\_  
\_\_\_\_\_do

hereby declare that I have read and understood the above terms and conditions of the  
M/s Gujarat Gas Limited and solemnly affirm and declare that all information and  
particulars furnished by me as above are true and correct to the best of my knowledge.

In case any information is found to be misleading or omitted or wrong information or  
suppression, my application form will be liable for rejection, and it will not be considered.

That, if selected, I undertake that I will deposit non-refundable fee of amount  
Rs.5,00,000/- (Rs. Five Lakh) as per the policy of Gujarat Gas Limited.

Place:

Signature of Applicant:

Date:

Name of the Applicant in capital letters

## **List of documents**

Applicant is required to submit duly filled & signed application form along with self-attested photo copy of following documents:

- a. ID Proof-1 (Aadhaar Card)
- b. ID Proof-2 (any one of PAN Card, Driving License, Passport, Voter ID Card)
- c. Educational qualification certificate
- d. Income Proof (IT Return)
- e. Documents related to Proprietorship firm / Partnership firm / Private firm / Public limited firm (as applicable)

### **Land related documents**

- f. 6A / 8Kh / Index / Property Card from local authority
- g. Latest 7/12 extract (should be less than 6 months old).
- h. Key plan showing dimensions of property
- i. Land ownership documents (Title deed showing the ownership of the land)
- j. Partnership deed in case of partnership firm
- k. NA Order, if available
- l. Zoning certificate, if applicable

In case the applicant is different from the land owner what is your relationship with the land owner. Please attach relationship documents like:

- m. NOC from land owner(s)
- n. Partnership Deed
- o. Lease deed
- p. Land purchase documents
- q. Power of Attorney
- r. Any Other document related to above

Above documents are required to be submitted along with the duly filled & signed application form. Non-submission of above documents will entail rejection of application.

\*\*\*\*\* End of application Form\*\*\*\*\*