

GENERAL PROCESS FOR APPOINTMENT OF RESELLERS IN INDUSTRIAL & COMMERCIAL (I&C) BUSINESS UNIT OF BPCL

In order to cater to the demand for various free trade products across India, the I&C business Unit shall appoint "Resellers" from time to time.

The broad process of selection and appointment of Resellers is described as under:

- Market potential will be scanned periodically to arrive at the proposed number of resellers required, products and the proposed geographical area for the Reseller.
- The applications for appointment of Resellers shall be invited by the respective Territory Offices through a press advertisement publicizing the Notice of Appointment. The complete details of the appointment process will simultaneously be made available on the BPCL website.
- The interested parties may download the Standard application form from BPCL website www.bharatpetroleum.in and submit the duly filled and signed application along with necessary supporting documents and processing fees as specified, by the due date and time.
- The applications received by the due date and time as given in the advertisement and meeting the minimum eligibility criteria specified in the appointment process will be evaluated for Educational Qualifications, Financial Capacity, Capability to provide Infrastructure and Capability to generate business and shall be accorded marks as detailed in the marking scheme of the published process.
- Based on scrutiny and evaluation of the applications eligible applicants shall be invited for Interview.
- An independent Interview Committee will assess the applicant for Business Ability/Acumen, Experience in Manpower Management & Personality and Overall suitability. The marks shall be awarded for each of the above as per the marking scheme of the published process.
- BPCL shall finalize the Merit Panel (rank list of the empaneled candidates post interview) based on the combined marks awarded as above. All candidates scoring more than the prescribed threshold level will be part of the merit panel which will be published on the website. The exact number of Resellers required for each of the location(s) advertised for will be announced as "Selected/Shortlisted" from the Merit Panel in the order of ranking (highest to lowest) for Field Verification of

Credentials (FVC). The Merit Panel shall remain valid for a period of one year from the date of publishing.

- FVC of the candidates announced as “Selected/Shortlisted” from the merit Panel will be carried out by BPCL which will also include verification of the documents submitted in the application form with the original documents.
- After successful completion of FVC, a LOI (Letter of Intent) will be issued to the Reseller designate as approved by the competent authority. In case a candidate is not found eligible at the FVC stage, Field verification of Credential of next ranked empaneled candidate shall be carried out.
- On meeting the terms and conditions as prescribed in LOI and submission of Security Deposit, Letter of Appointment shall be issued to the successful candidate followed by signing of requisite Reseller Agreements.
- The terms & conditions of the said Reseller Agreement shall govern the operations of the appointed Reseller.
- BPCL may modify the appointment process from time to time.