USER MANUAL FOR MRPL DEALER SELECTION PORTAL

For Individual Applicant

MRPL Dealer Selection Portal (**Portal URL**: https://mdsp.co.in) has been developed for online receipt of application towards award of dealership for MRPL HiQ Retail Outlets through public advertisement. This portal will enable the applicant to view and download the Retail Dealer Selection Brochure, view the advertised locations, submission of application from interested individual and non – individual applicants for award of MRPL HiQ Retail Outlet Dealership, receipt of payment towards application submission and processing and for display of the status of the advertised locations at various stages in the selection process.

This manual intends to guide the applicant through the process of registering with the portal and submitting application against one or more of the advertised locations. The applicant is advised to carefully go through the brochure, prior to proceeding with the registration and submission of applications against the advertised locations.

MRPL Dealer Selection Portal URL: https://mdsp.co.in

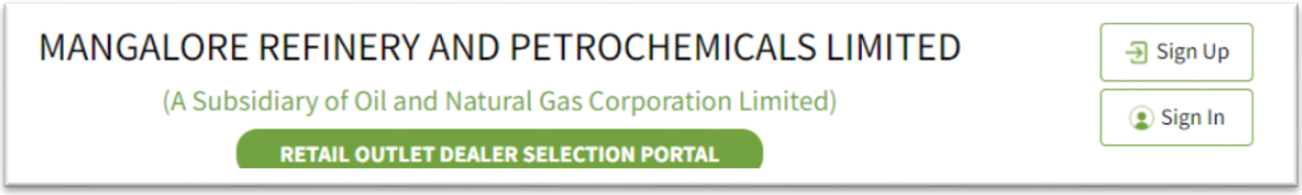
The broad steps involved in registering on this portal and applying for one or more of the advertised locations is as detailed below.

1. Visit https://mdsp.co.in
2. Register on the portal: https://mdsp.co.in
3. Login into the portal
4. Provide the information sought along with the relevant attachments under 'Personal Info' to complete the process of registration.
5. Choose the specific location for which the applicant is going to apply and provide the information sought with regard to the offered parcel of land with the relevant attachments.
6. Bidding Sites: In case of bidding sites, enter the bid amount proposed for the site and encrypt the bid.
7. Make payment of online application fees.
8. Submit the completed application form.

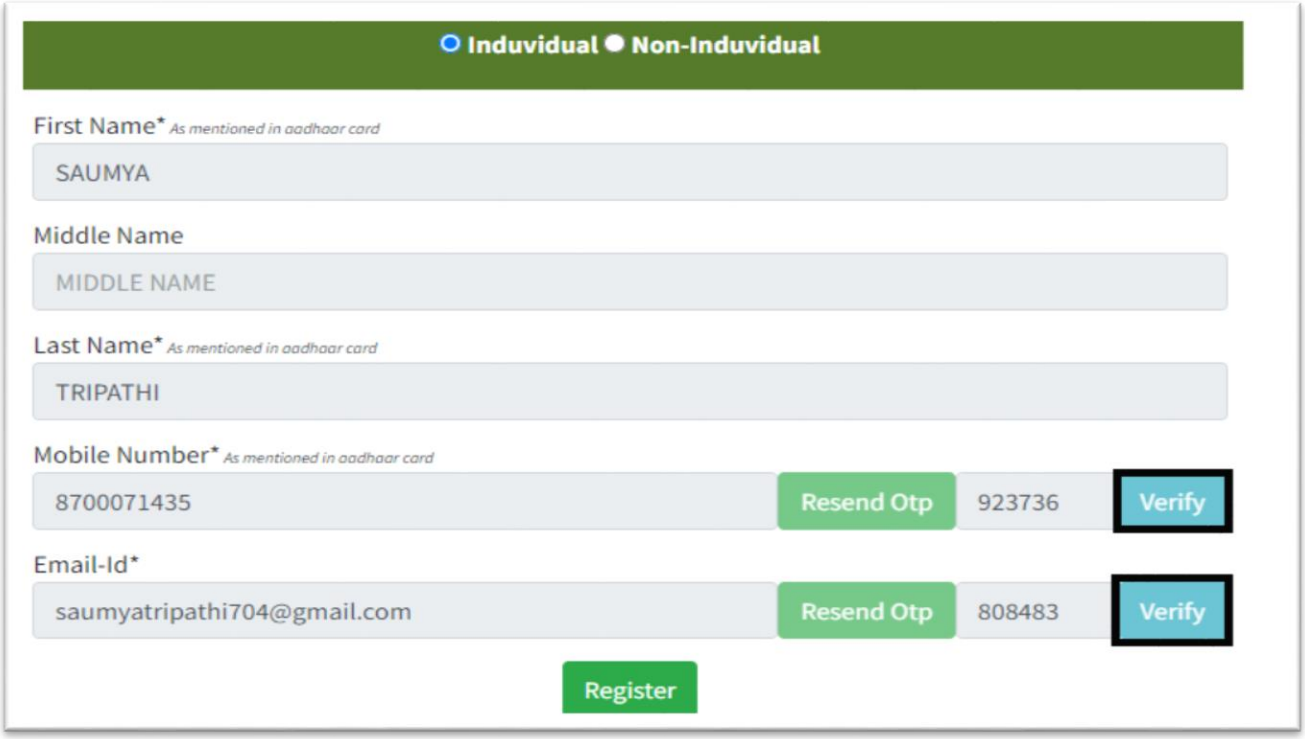
It may be noted that an application once submitted cannot be withdrawn or edited. The applicant is supposed to submit only one application for one location.

Step 1: Registration

1. Go to the https://mdsp.co.in



2. Click on '**Sign Up**' tab (Refer screen shot above)



3. Fill the details sought accurately.
    a. **Type of Applicant**: The applicant should click on either **Individual or Non – Individual** as per the type. Please refer brochure for more details.
    b. **Name**: The first name, middle name & last name should be those as mentioned in the id proof to be submitted subsequently. Subsequent rectification of name will not

be possible. The first name and last name are mandatory and registration will not be possible without providing the same.

c. **Mobile Number**: The Aadhaar linked mobile number of the applicant should be entered. On clicking **Get OTP** (One Time Password), the OTP for verifying the mobile number will be forwarded through SMS to the mobile number entered. Applicant should enter the OTP and click on verify. **The mobile number provided cannot be changed subsequently.**

d. **Email**: The applicant should enter his / her email id. Click on send OTP. On clicking **Get OTP**, an OTP will be forwarded to the email id. Applicant should enter the OTP and click on verify. The applicant should provide his / her own email id. **The email id provided cannot be changed subsequently.**

e. Click on register. A message 'Registration Successful' will be shown. The registration process is complete.

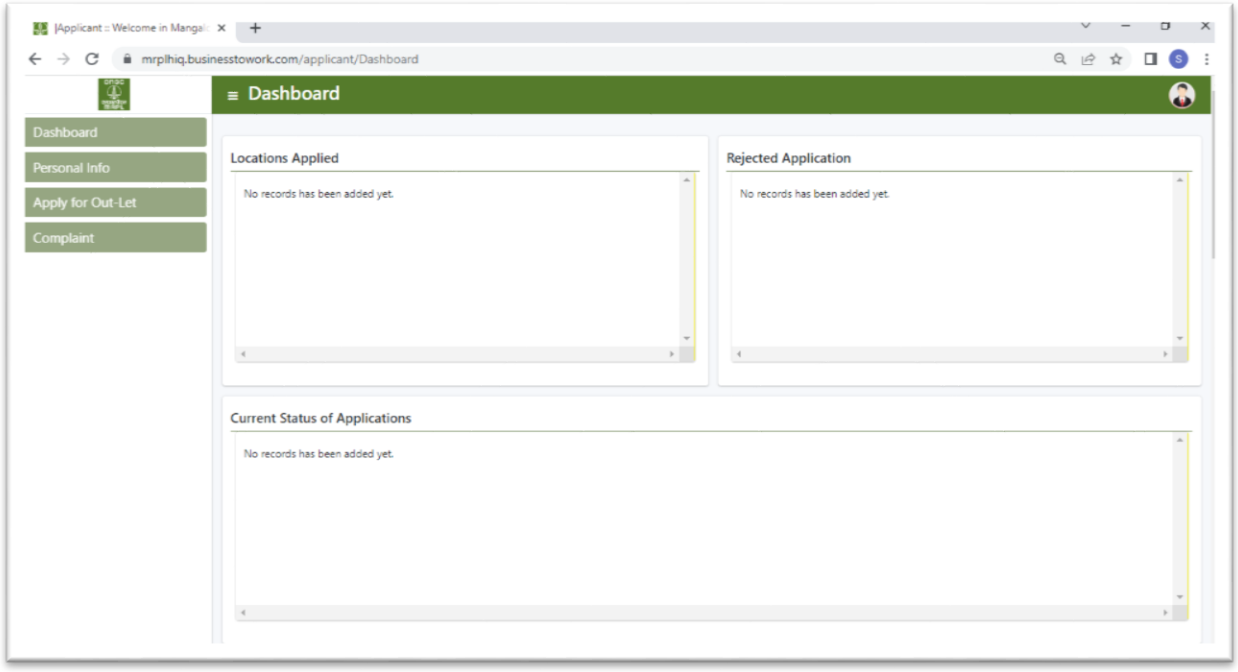
Step 2: Logging in to the portal

After successful registration, the applicant can log into the portal as below. The verified mobile number will be user name for logging into the portal.

1. Go to https://mdsp.co.in/Account/Login; Screen as per above screen shot will be displayed.

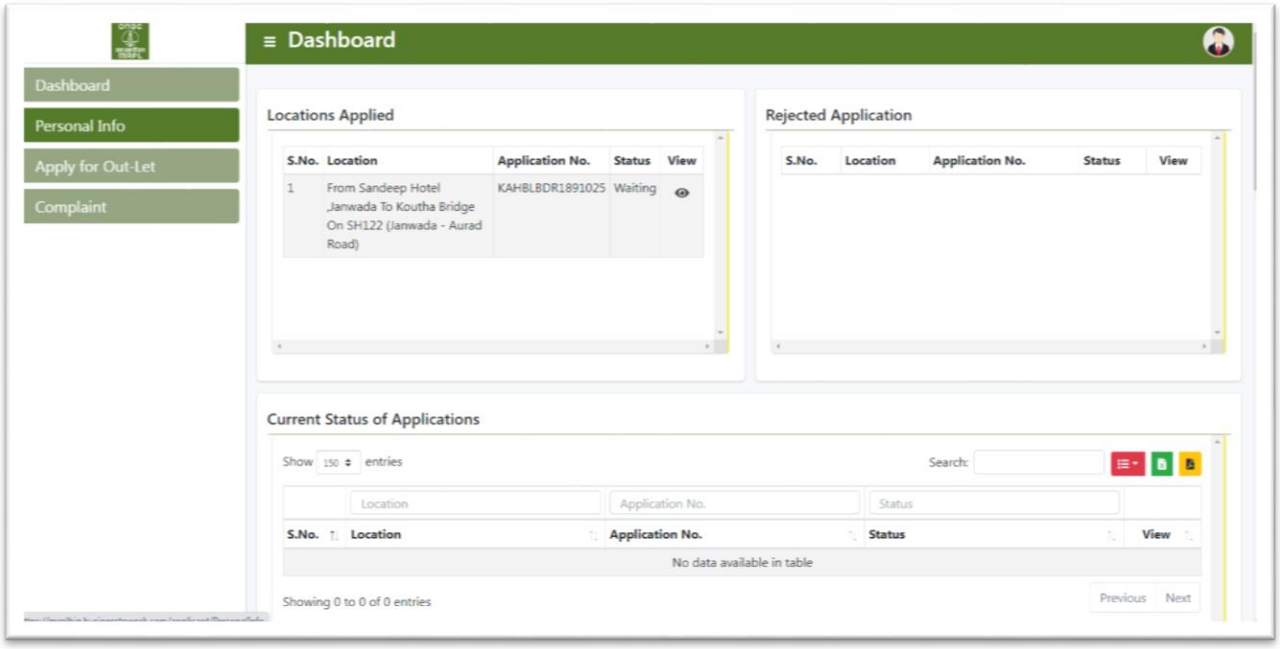
2. Mobile Number: Enter the verified mobile number of the applicant used for registration as detailed in Step 1 above. Click on '**Get OTP**'. An OTP will be send to the mobile number through SMS.
3. OTP: Applicant to enter the OTP received through SMS.
4. Captcha Code: Enter the Captcha Code as displayed in the cell.
5. Click on **Sign in**. The applicant will be taken into the **Applicant Dashboard**.

Step 3: Applicant Dashboard

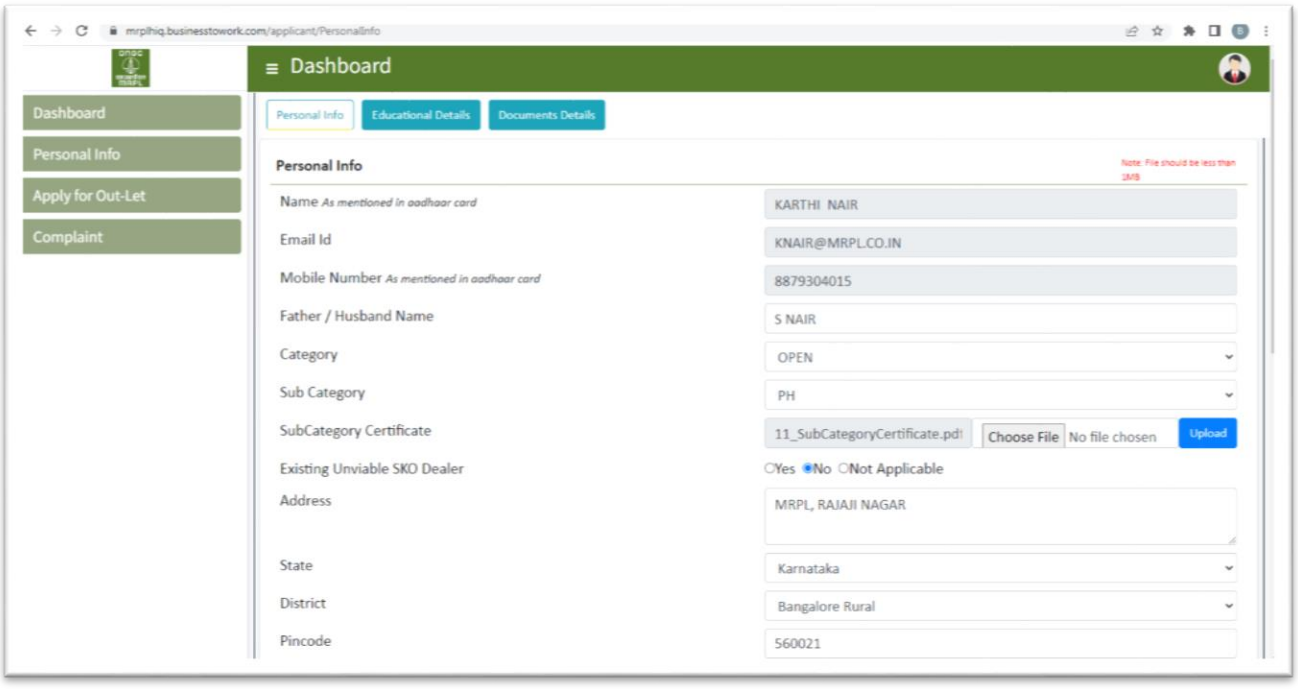


On successful login to the portal , the applicant will be able to view the dashboard as per screen shot above. On this dash board, the applicant will be able to provide the personal details under '**Personal Info**' tab and apply for any of locations applicable for the category and sub category of the applicant under '**Apply for Outlet**' tab. In addition, the applicant will be able to view the locations where in the applications have been submitted successfully, the status of the applications (during application processing) and any application which has been rejected. During first login, the applicant will have to provide the requisite personal credentials under the 'Personal Info' tab.

I. **Personal Info:** The relevant personal information pertaining to the applicant needs to be provided in this section by clicking on Personal Info tab on the dashboard.



The applicant needs to click on the 'Personal Info' tab indicated in the screen shot above. The Personal Info tab has sub tabs under 'Personal Details', Educational Details and document details as per screenshot below.



1. **Personal Details Tab**: Under this tab, the applicant requires to provide the following information.
    a. **Name, email id and mobile** number provided at the time of registration will be displayed in the respective cells. These cannot be edited or changed.
    b. **Father / Husband name:** The relevant information may be provided. This will be required to be supported with documentary evidence as and when sought by MRPL.
    c. **Category:** The applicant has to select the appropriate category from the drop down as per his/her category. Supporting documents will have to be uploaded by all categories other than 'Open'. In case of OBC category, along with the caste certificate, the candidate will have to upload Affidavit as per **Appendix VI.** (The documents are to be uploaded in pdf format of size less than 1 MB).
    d. **Sub Category:** The relevant sub category as may be applicable may be selected from the drop down. The supporting documents in to corroborate the claim have to be uploaded (in pdf format of size less than 1 MB). In case the applicant does not belong to any sub category, choose NA.
    e. **Existing Unviable SKO Dealer:** The applicant will have to choose between 'Yes' or 'No' or 'NA' (not applicable) depending on whether they have an unviable SKO dealership awarded by PSU OMCs or viable SKO PSU OMC dealership or they do not have a PSU OMC SKO dealership. If the applicant chooses 'Yes', he / she will have to upload the dealership agreement (in pdf format of size less than 1 MB).
    f. **Address:** The address of the applicant as per any applicable address proof to be provided.
    g. **State:** The state to which the applicant belongs to be selected from drop down.
    h. **District:** The district to which the applicant belongs to be selected from drop down.
    i. **Pin Code:** To provide the correct pin code of the address mentioned above.
    j. **PAN Card Number:** The PAN number of the applicant to be provided.
    k. **PAN Card:** The copy of PAN Card to be uploaded in pdf format of less than 1 MB. It may be noted that the **PAN Card is a mandatory requirement. Any mismatch of the PAN Card number entered with that indicated in the uploaded copy of PAN could result in rejection of the application.**
    l. **Aadhaar Number:** The Aadhaar Number of the applicant to be provided.
    m. **Aadhaar Card:** A copy of the Aadhaar Card to be uploaded in pdf format of size less than 1 MB. **Any mismatch between the Aadhaar number provided and that indicated in the uploaded copy of Aadhaar could result in rejection of the application.**
    n. **Indian Citizen:** The applicant has to be an Indian citizen to eligible to apply.

o. **Resident of India:** The applicant has to be a resident of India as per income tax rules to be eligible to apply.
p. **Gender:** The applicable gender may be chosen.
q. **Date of birth:** The date of birth of the applicant in dd-mm-yyyy to be provided. The age of the applicant should not be less than 21 years and more than 60 years as on date application.
r. **Proof of Age:** The relevant proof of age may be chosen from the drop down and copy of the same may be uploaded. (in pdf format of size less than 1 MB)
s. **Marital Status:** The applicant to indicate the applicable status.
t. **Applicant Photo:** A passport size photo of the applicant in JPEG format of size less than 1 MB to be uploaded. After uploading the photo click on 'save & next' to move to educational qualification tab.

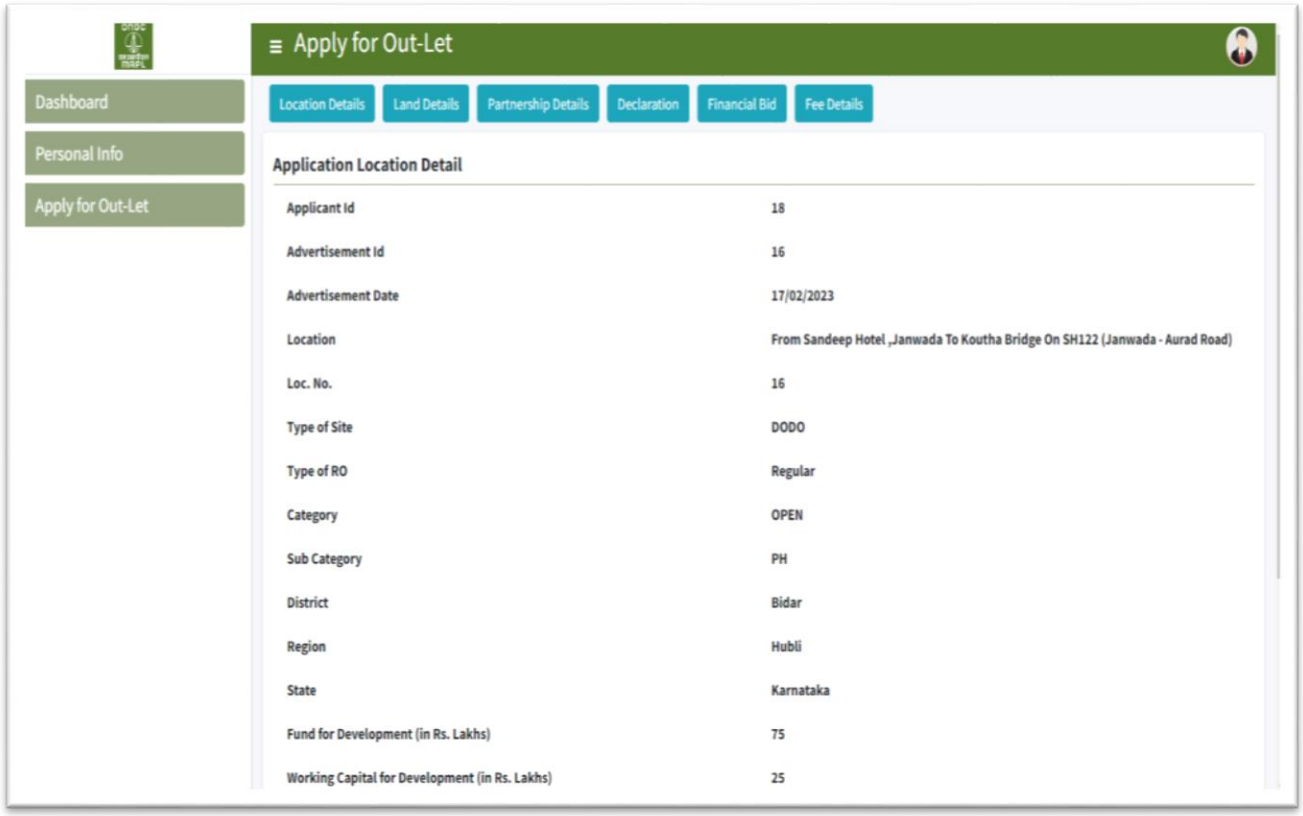
2. **Educational Details Tab**: The applicant needs to provide the educational details in this tab. The applicant needs to have passed at least 10^{th} standard to be eligible to apply. The relevant details as below pertaining to the applicant's 10^{th} standard to be provided.
    a. **Name of the Board:** The board like state board / CBSE / ICSE etc. to be indicated here.
    b. **Name of School:** The name of the school from which the applicant passed 10^{th} standard to be indicated here.
    c. **Year of Passing:** The year in which the applicant passed 10^{th} standard to be indicated here.
    d. **Proof of education:** Copy of 10^{th} standard marks card or pass certificate issued by the applicable board or any other relevant document in pdf format of size less than 1 MB pertaining to educational qualification to be uploaded here.

3. **Document Details**: The scanned copy in pdf format of completed and duly notarized affidavit with applicant as deponent as per **Appendix X A or X B** (as applicable) on stamp paper of appropriate value as indicated in the advertisement in pdf format of size less than 1 MB to be uploaded here. The original of the affidavit to be retained for submission as and when sought by MRPL.
4. **Click on Save:** Once the complete information sought under personal info tab is provided and saved, the applicant registration will be complete and applicant will be able to proceed to apply for locations as per the category and sub category to which the applicant belongs.

II. **Apply for Outlet:** After completing the Personal Info tab the applicant needs to proceed to the specific location for which he / she plans to apply. **An applicant should submit only one application for each location.** On clicking the '**Apply for Outlet**' tab the applicant will be taken

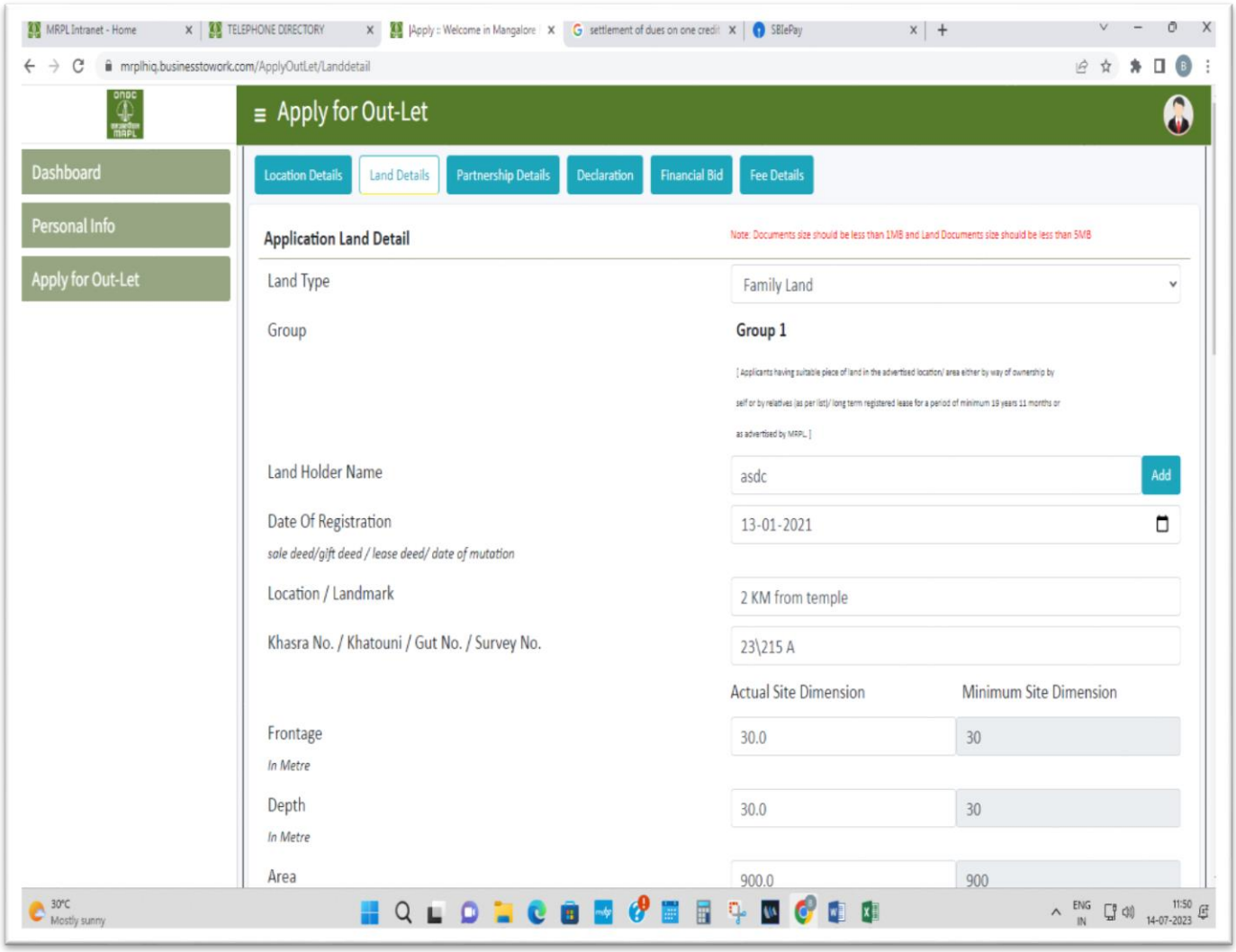
to listing of locations. This listing will display all those locations which pertain to the category and sub category of the applicant and open category. For, example, an applicant belonging to OBC category and PH sub category will be able to view and apply only for the locations under Open category without any sub category, OBC category without any sub category and OBC category with PH sub category. Typical screen shot of the same is as below:

1. **Applying for Location:** The applicant will chose from among the dispalyed locations, the location he / she plans to apply and click on Apply button displayed against the location as indicated in the screen shot.
2. On clicking apply the following screen shot will be displayed with location details tab.



3. **Location Detail** – As displayed in the above screen shot, the details of the advertised stretch will be indicated under this tab. The applicant will have to **choose either Proprietor or Partner** depending on the mode under which he / she wishes to apply. After choosing the mode click on ‘save & next’.

4. **Land Details:** The following page will be display:



a. **Land Type –** The applicant will have to choose from the type of land being offered for siting of the Retail Outlet from the drop down menu.
    i. **Own Land / Registered Lease Land:** This option is to be chosen in case the applicant owns the offered land through absolute ownership or through a registered lease deed. This option can also be chosen in case of jointly owned land parcels in case the share of land in the name of applicant is equal to or more than that sought in the advertisement. The applicant will be considered under **Group 1**, in case this option is chosen.
    ii. **Family Land:** This option is to be chosen in case, the offered land is owned by any of the family members as per the brochure. The applicant will be considered under **Group 1**, if this option is chosen. The applicant will have to

submit a duly notarised affidavit in a stamp paper of apropriate value as per **Appendix III** with the applicant as the deponent. This affidavit will have to be notarised on a date prior to the date of application and after the date of advertisement.

1. **Relation with Applicant:** The relationship of the applicant with the land owner will have to be chosen from the drop down list.
2. **Upload proof of relationship:** Any proof of the relationship of the applicant with the land owner will have to be uploaded.

iii. **Firm Offer:** This option has to be chosen if the offered land belongs to third party/ies without relationship (as listed in brochure) with the applicant. Such application will be considered under **Group 2**. A duly notarised affidavit as per **Appendix III** on a stamp paper of appropriate value with the land owner as the deponent, will have to be uploaded. The date of notarisation should be prior to the date of application and after the date of advertisement.

iv. **Applicant without offer for land:** Applicants who are not having any land in the advertised stretch to offer currently can choose this option. Such applicants will be considered under **Group 3**. **This option is available only for SC / ST category and sub category under this category.** Applicants of other category are not eligible to select this option. Any application from applicant belonging to a category other than SC or ST and choosing this option will be rejected.

b. **Land Holder Name:** The name of the owner of the land as per lease deed or sale deed or any other such document will have to be declared here.

c. **Date of registration:** The date of registration of the land as the registration document will have to be declared here.

d. **Location or Landmark:** The nearest land mark to the offered land to be mentioned here. Alternatively, approximate distance from a prominent and nearby land mark can also be mentioned here.

e. **Khasra No/ Khatouni/ Gut No/ Survey No:** The current survey number in full, of the offered land to be declared here. ***Kindly note that forward slash has been disabled in this portal. Hence, in case of survey numbers having forward slash, the same can be replaced with backward slash instead. Eg. If the survey number of the offered land is 23/1/A, the same can be entered in the portal as 23\1\A.***

f. **Frontage:** The frontage of the parcel of land being offered for retail outlet needs to be declared here. The frontage should be as per those declared in Affidavit as per **Appendix III**. The frontage should be equal to or more than those sought in the advertisement.

g. **Depth:** The depth of the parcel of land being offered for retail outlet needs to be declared here. The depth should be as per those declared in Affidavit as per **Appendix III.** The depth should be equal to or more than those sought in the advertisement. The depth of the offered land will be considered from the edge of ROW (right of way) of the road/ ROW of the proposed road in case part of the offered land is notified for acquisition.

h. **Area:** The area of the parcel of land being offered for retail outlet needs to be declared here. The area should be as per those declared in Affidavit as per **Appendix III.** The area should be equal to or more than those sought in the advertisement

i. **Consent of Land Owner:** In case of applicants offering family land in **Group 1** or third party land through firm offer, the offer should be made as per **Appendix III** on a stamp paper of appropriate value with the deponent being the land owner. This affidavit needs to be notarised on a date prior to date of application. A copy of such notarised affidavit needs to be uploaded here.

j. **Land Sketch:** The detailed sketch of the offered land as per format provided in the brochure should be uploaded here. The sketch should madatorily indicate the survey number, dimensions of each and every side, width of the road, right of way, north direction etc.

k. Advocate Letter: *A letter issued by advocate indicating the grouping of the offered land may be atached herewith. Although this not mandatory as per brochure, the applicant is advised to have the grouping confirmed as this is a critical parameter in the selection criteria***.**

l. **Lattitude and longitude:** The latitude and longitude in decimal format of any point inside the oferred land needs to be provided here. The latitude and longitude can be obtained from a map service provider like Google maps or Apple maps.

m. **Declaration on land**: The applicant should select yes under this to proceed in application submission.

n. **Declaration on penalisation for violation**: The applicant should not have been penalised for violation of MDG or any other norms pertaining to retail selling of petroleum products, to be eligible for applying. Accordingly, the applicant will have to select No here.

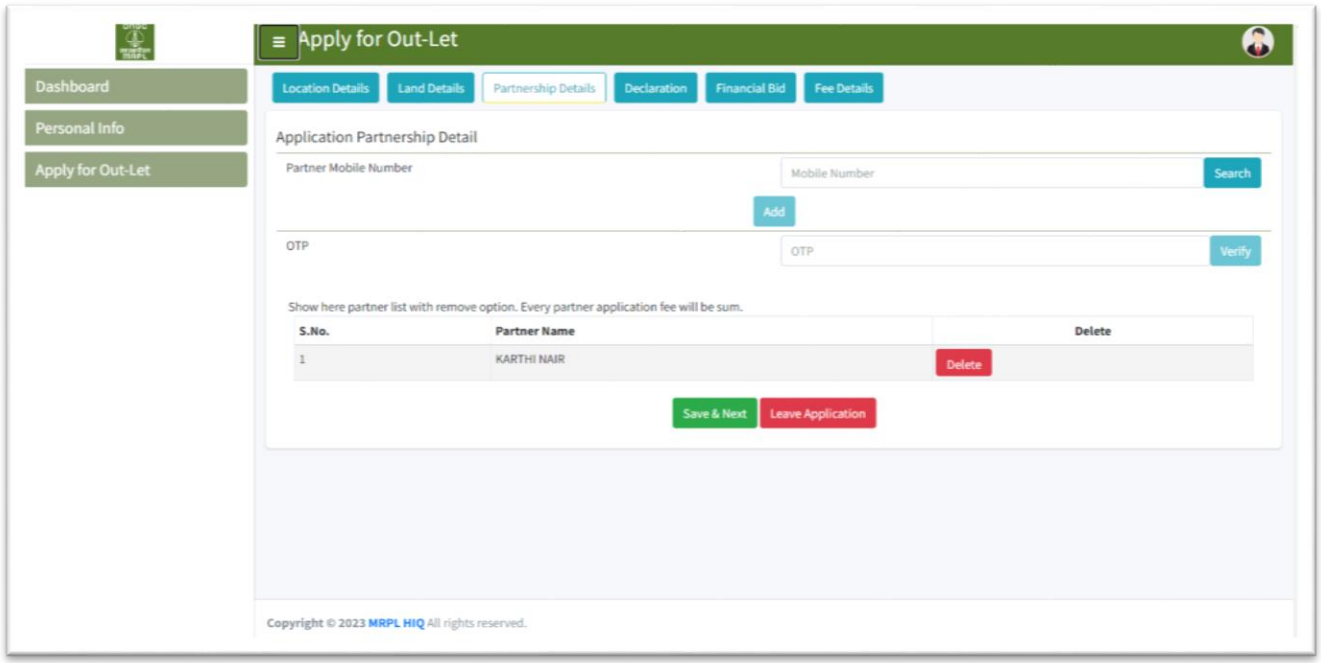
o. **Declaration on diciplinary proceedings underway:** No diciplinary proceedings with regard to operation of retail outlets/ LPG distributorships or any other norms pertaining to retail distribution of petroleum products through any oil company should be underway at the time of application. Accordingly, the applicant has to select 'No' here.

p. **Upload of documents:** A minimum 5 different documents pertaining to the land offered has to be uploaded separately here out of which atleast one will have to be

a **revenue document**, one pertaining to **ownership of the offered land** and one has to be latest **encumberance certificate**. The type of document has to be selcted from the drop down and the relevant document against the selected document type has to be uploaded. This needs to be repeated for five different type of documents, each chosen from the drop down. The applicant has to upload atleast 1 revenue document type (eg. Khatha/Possession certificate/Tax Paid receipt etc) and atleast 1 ownership document (eg. Sale deed/gift deed/lease deed/ any other transfer deed etc.). The documents should be in pdf fromat and the size of each should not be more than 5 MB.

q. **Declaration:** The applcant has to declare that all the information provided above are true and correct by ticking the declaration and saving. On saving the applicant will be taken to the next tab for making the online payment.

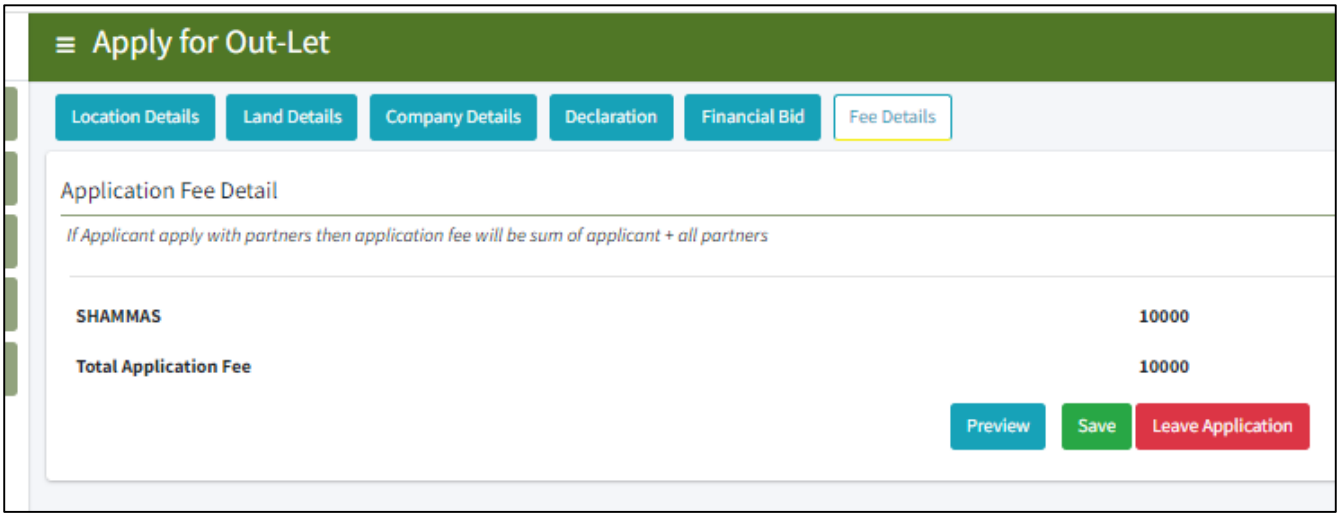
5. **Partnership Details:** This tab as per screenshot below will be visible only if the applicant wishes to apply under partnership and has chosen partner mode at step 3 above.



For applicants choosing proprietorship at step 3 above, this tab will not be displayed. The partner whom the applicant intends to join with, will also have to register with the dealer selection portal and provide all the details sought under personal info.

a. **Partner Mobile Number:** Provide the registered mobile number of the partner. Click on add.
b. An OTP will be sent through SMS to the partner's registered mobile number. Enter the OTP received and click on verify.
c. **Save & Next:** The already registered partner will be added for the specific location and the applicant will be taken to the declaration tab.

6. **Declaration:** The applicant will have to accept on the terms and conditions detailed under this tab by ticking on I / We agree. Then the applicant will have to click on save and next to proceed. If the applicant is not agreeable to any of the conditions the applicant can click on 'leave application' and exit the application process.
    a. On clicking 'save & next', applicant will be taken to next tab. In case of CODO sites involving bidding, the next tab will 'Financial Bid' tab. In case of DODO sites next tab will be 'Fee Details' tab.
7. **Financial Bid:** This tab will be enabled only in case of CODO sites. The bid amount (**should be more than the minimum bid amount prescribed**) to be entered in the appropriate cell.
8. **Fee Details:** The appropriate application fee details as per category and type of outlet will be displayed with a link to redirect to banking partner website. Clicking on the link will redirect the applicant to the banking partner website where applicant will be directed to make the payment online through Internet banking/UPI/NEFT/Wallet. After completing the payment, applicant will get **'Application Submitted'** message which completes the submission for application for the particular site.



9. In case the applicant desires to apply for another site, he / she need to login using the registered mobile number and OTP. The applicant can go to 'Apply for Outlet' tab and click

'apply' against the next location which applicant desires to apply and proceed as per process detailed above.

III. **Others:** The following details will also be displayed in the dashboard:

a. The list of applications submitted by the applicant.
b. The list of applications rejected (if any) during the application processing stage.
c. The various communication sent to the applicant during application process after the last date of receipt of application.
d. Raising complaints against any ongoing selection as per complaint procedure described in brochure.

IV. **General**: The applicants are to upload copies of various documents while applying. All the documents to be uploaded **except photog**raph should be of **pdf** format. The pass port size photograph should be in **JPEG/JPG** format. The size of each individual file being uploaded should be less than 1 MB size except of those pertaining to land. The land records files to be uploaded should be less than 5 MB.

Note: Applicants should fill the application form carefully and with due deligence. Once submitted, the applications cannot be withdrawn or edited. Applicants are advised to go through the brochure and understand the detailed process and keep the documents ready for uploading before commecing application process.

*** List of Appendices are attached as a separate file on the portal – www.mdsp.co.oin**
**** For any queries, please contact on details given on the website.**

USER MANUAL FOR MRPL DEALER SELECTION PORTAL FOR

NON-INDIVIDUAL APPLICANT

MRPL Dealer Selection Portal (**Portal URL**: https://mdsp.co.in) has been developed for online receipt of application towards award of dealership for MRPL HiQ Retail Outlets through public advertisement. This portal will enable the applicant to view and download the Retail Dealer Selection Brochure, view the advertised locations, submission of application from interested individual and non – individual applicants for award of MRPL HiQ Retail Outlet Dealership, receipt of payment towards application submission and processing and for display of the status of the advertised locations at various stages in the selection process.

This manual intends to guide the applicant through the process of registering with the portal and submitting application against one or more of the advertised locations. The applicant is advised to carefully go through the brochure, prior to proceeding with the registration and submission of applications against the advertised locations.

MRPL Dealer Selection Portal URL: https://mdsp.co.in

The broad steps involved in registering on this portal and applying for one or more of the advertised locations is as detailed below.

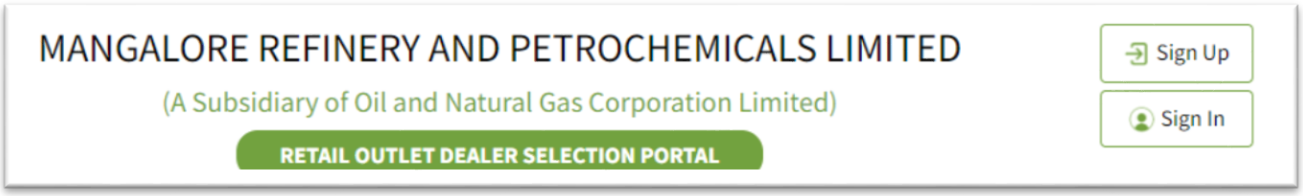
9. Visit https://mdsp.co.in
10. Register on the portal: https://mdsp.co.in using **GSTIN Number** and **Mobile phone** and email ID of authorized person. Please note, Email ID and Mobile Number registered once cannot be used again for registration purpose.
11. Come to home page again and click on Sign in. It will take you to Login page into the portal using Registered Mobile number and OTP.
12. Provide the information sought along with the relevant attachments under 'Personal Info' to complete the process of registration.
13. Choose the specific location for which the applicant is going to apply and provide the information sought with regard to the offered parcel of land with the relevant attachments.

14. Bidding Sites: In case of bidding sites, enter the bid amount proposed for the site and encrypt the bid.
15. Make payment of online application fees.
16. Submit the completed application form.

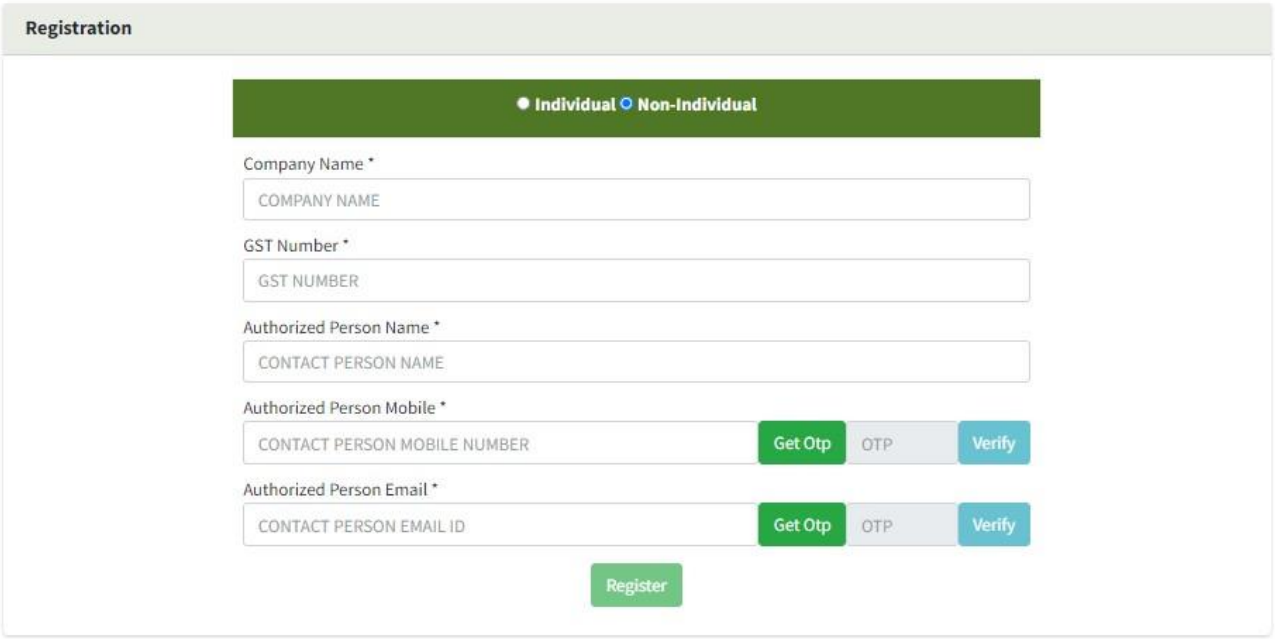
It may be noted that an application once submitted cannot be withdrawn or edited. The applicant is supposed to submit only one application for one location.

Step 1: Registration

4. Go to the https://mdsp.co.in



5. Click on '**Sign Up**' tab (Refer screen shot above)



6. Fill the details sought accurately.

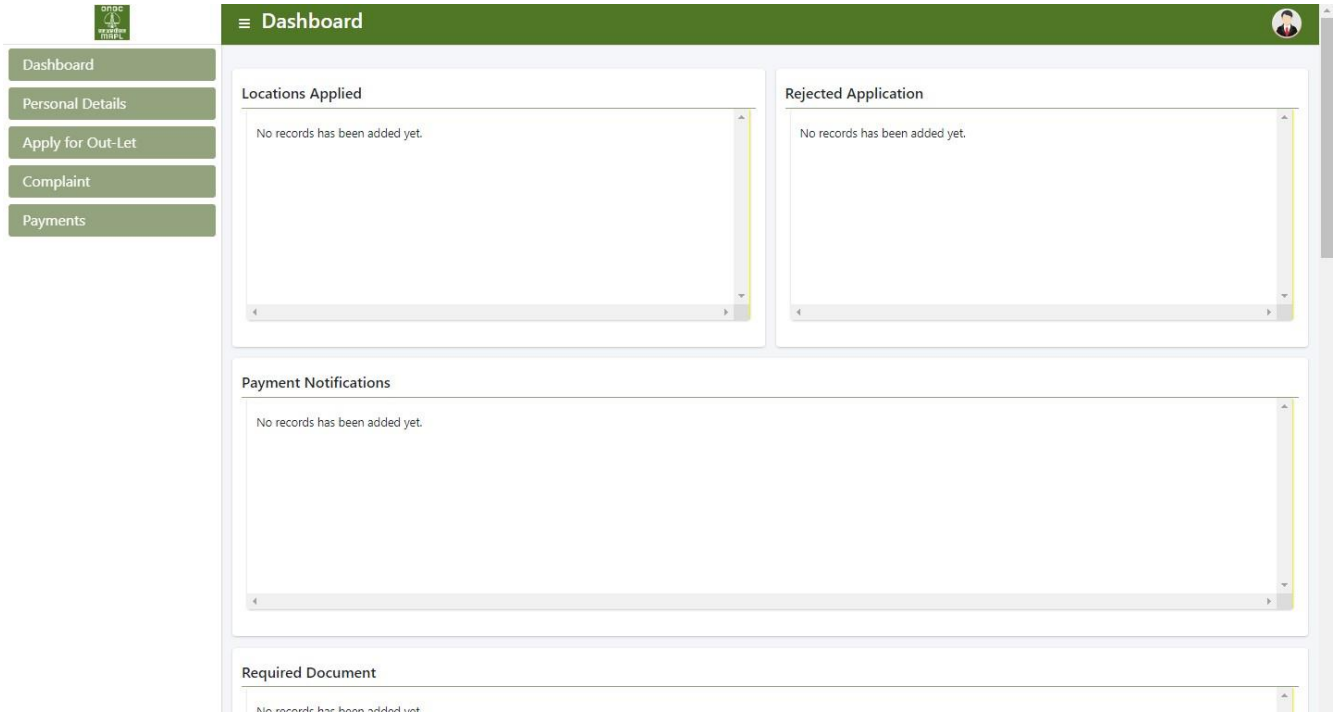
a. **Type of Applicant**: The applicant should click on either **Non – Individual** as per the type. Please refer brochure for more details.
b. **Company Name**: The company/entity/society name should be as mentioned in the registration proof to be submitted subsequently. Subsequent rectification of name will not be possible. These fields are mandatory and registration will not be possible without providing the same.
c. **Mobile Number**: The Aadhaar linked mobile number of the authorized person should be entered. On clicking **Get OTP** (One Time Password), the OTP for verifying the mobile number will be forwarded through SMS to the mobile number entered. Applicant should enter the OTP and click on verify. **The mobile number provided cannot be changed subsequently.**
d. **Email**: The authorized person should enter his / her / company's email id. Click on send OTP. On clicking **Get OTP**, an OTP will be forwarded to the email id. Applicant should enter the OTP and click on verify. The applicant should provide his / her own or company's email id. **The email id provided cannot be changed subsequently.**
e. Click on register. A message 'Registration Successful' will be shown. The registration process is complete.

Step 2: Logging in to the portal

After successful registration, the applicant can log into the portal as below. The verified mobile number will be user name for logging into the portal.

6. Go to https://mdsp.co.in/Account/Login; Screen as per above screen shot will be displayed.
7. Mobile Number: Enter the verified mobile number of the applicant used for registration as detailed in Step 1 above. Click on '**Get OTP**'. An OTP will be send to the mobile number through SMS.
8. OTP: Applicant to enter the OTP received through SMS.
9. Captcha Code: Enter the Captcha Code as displayed in the cell.
10. Click on **Sign in**. The applicant will be taken into the **Applicant Dashboard**.

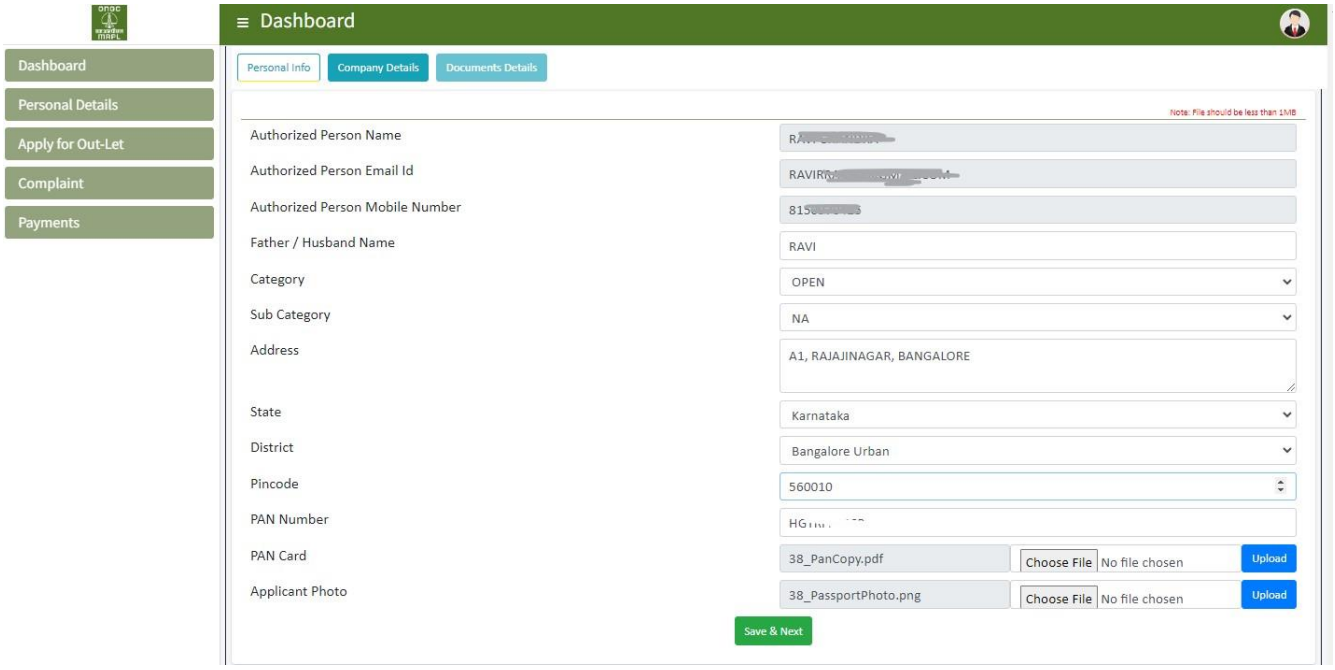
Step 3: Applicant Dashboard



On successful login to the portal , the applicant will be able to view the dashboard as per screen shot above. On this dash board, the applicant will be able to provide the company details under '**Personal Info**' tab and apply for any of locations applicable for the category and sub category of the applicant under '**Apply for Outlet**' tab. In addition, the applicant will be able to view the locations where in the applications have been submitted successfully, the status of the applications (during application processing) and any application which has been rejected. During first login, the applicant will have to provide the requisite personal credentials under the 'Personal Info' tab.

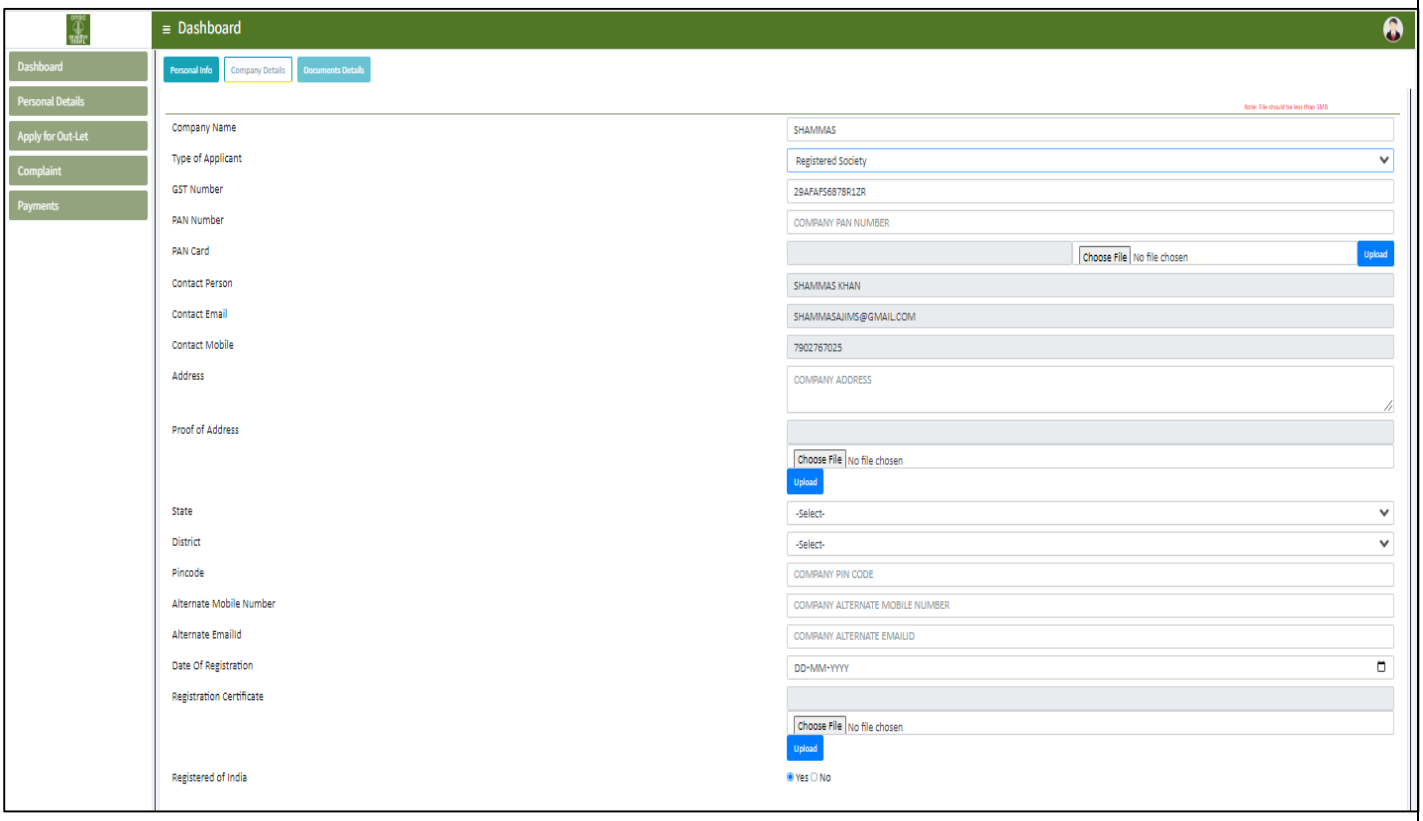
V. **Personal Info:** The relevant personal information pertaining to the applicant needs to be provided in this section by clicking on Personal Info tab on the dashboard.

The applicant needs to click on the 'Personal Info' tab indicated in the screen shot above. The Personal Info tab has sub tabs under 'Personal Details', Educational Details and document details as per screenshot below.



5. **Personal Details Tab**: Under this tab, the applicant requires to provide the following information.
    a. **Authorized Name, email id and mobile** number provided at the time of registration will be displayed in the respective cells. These cannot be edited or changed.
    b. **Father / Husband name:** The relevant information may be provided. This will be required to be supported with documentary evidence as and when sought by MRPL.
    c. **Category:** For non-individual applicants, there will be no categories.
    d. **Sub Category:** Sub category is not applicable for Non-Individuals. Leave it as it is.
    e. **Address:** The address of the applicant as per any applicable address proof to be provided.
    f. **State:** The state in which the company/firm is registered.
    g. **District:** Enter the District name.
    h. **Pin Code:** To provide the correct pin code of the address mentioned above.
    i. **PAN Card Number:** The PAN number of the company/firm to be provided.
    j. **PAN Card:** The copy of PAN Card to be uploaded in pdf format of less than 1 MB. It may be noted that the **PAN Card is a mandatory requirement. Any mismatch of the PAN Card number entered with that indicated in the uploaded copy of PAN could result in rejection of the application.**
    k. **Applicant Photo:** A passport size photo of the applicant in JPEG format of size less than 1 MB to be uploaded. After uploading the photo click on 'save & next' to move to educational qualification tab.

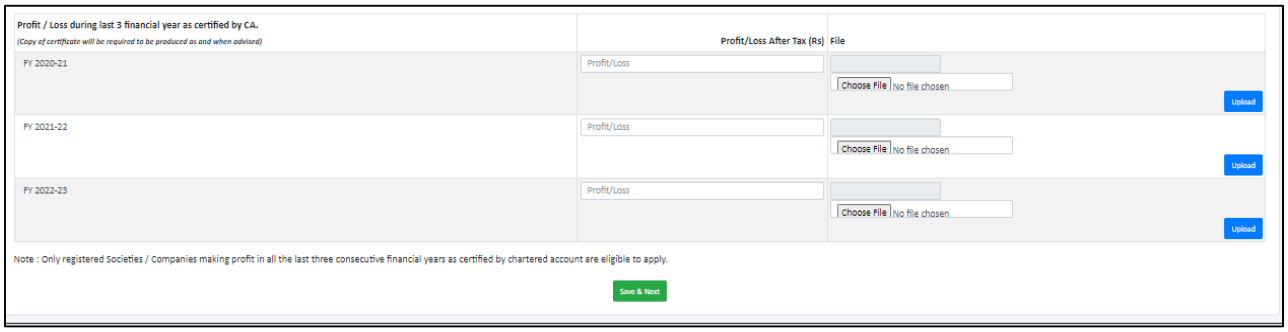
6. **Company Details Tab**: The applicant needs to provide the company/firm details in this tab. Below screenshot is self-explanatory.



a. **Type of applicant:** Choose a type of firm you are applying on behalf of.

b. Upload registration certificate after filling up all details.

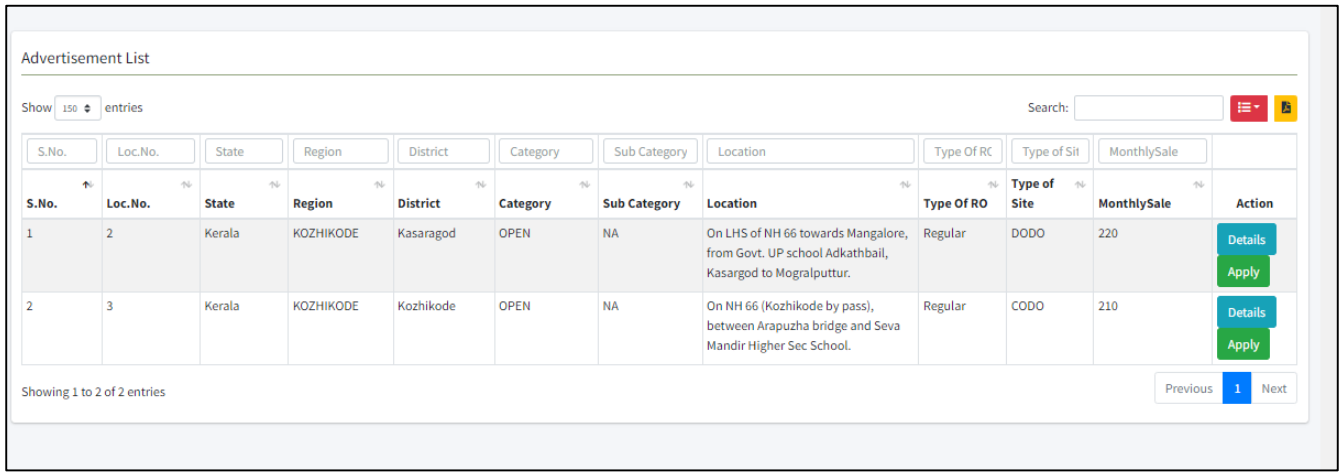
c. Upload financial statements of required Financial Years in the required fields. And click on save.



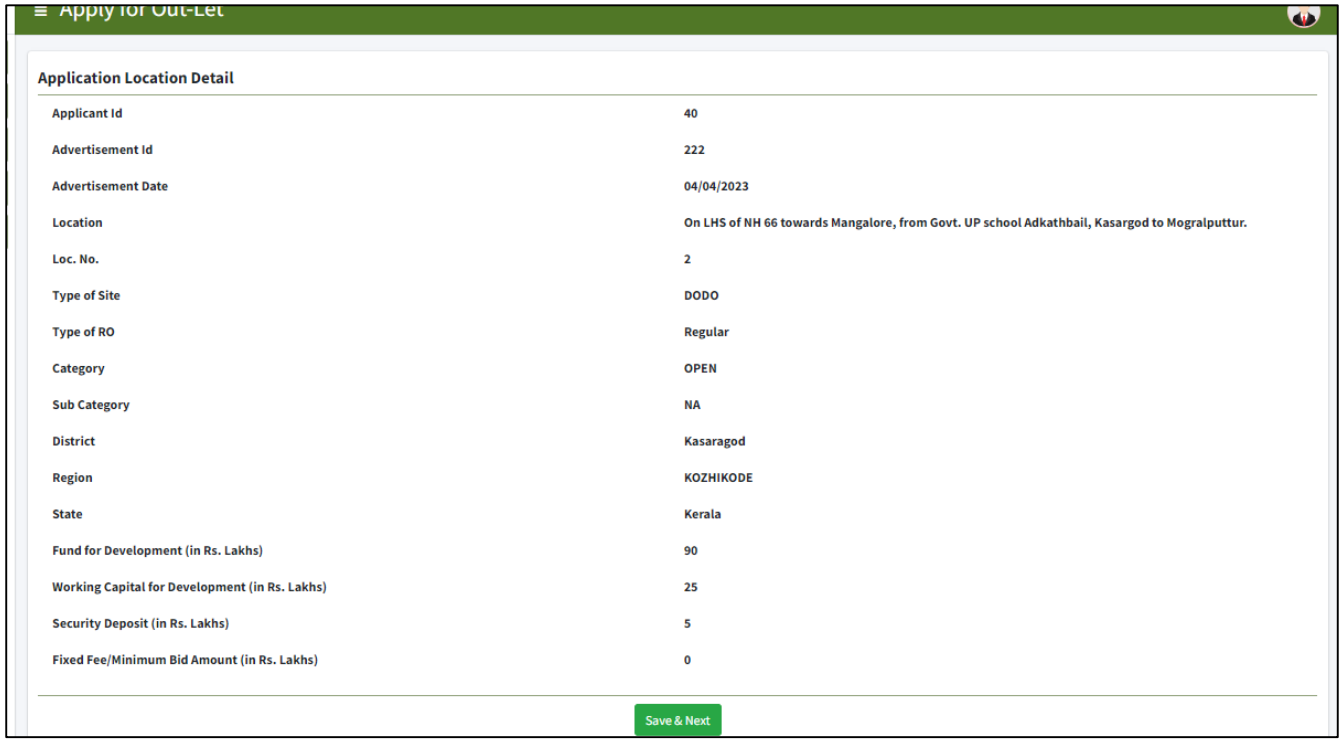
7. **Document Details**: In the next page, the scanned copy in pdf format of completed and duly notarized affidavit with applicant as deponent as per **Appendix X B** (as applicable) on stamp paper of appropriate value as indicated in the advertisement in pdf format of size less than 1 MB to be uploaded here. The original of the affidavit to be retained for submission as and when sought by MRPL.
8. **Click on Save:** Once the complete information sought under personal info tab is provided and saved, the applicant registration will be complete and applicant will be able to proceed to apply for locations marked as OPEN category or marked for Societies / Firms.

VI. **Apply for Outlet:** After completing the Personal Info tab the applicant needs to proceed to the specific location for which he / she plans to apply. **An applicant should submit only one application for each location.**

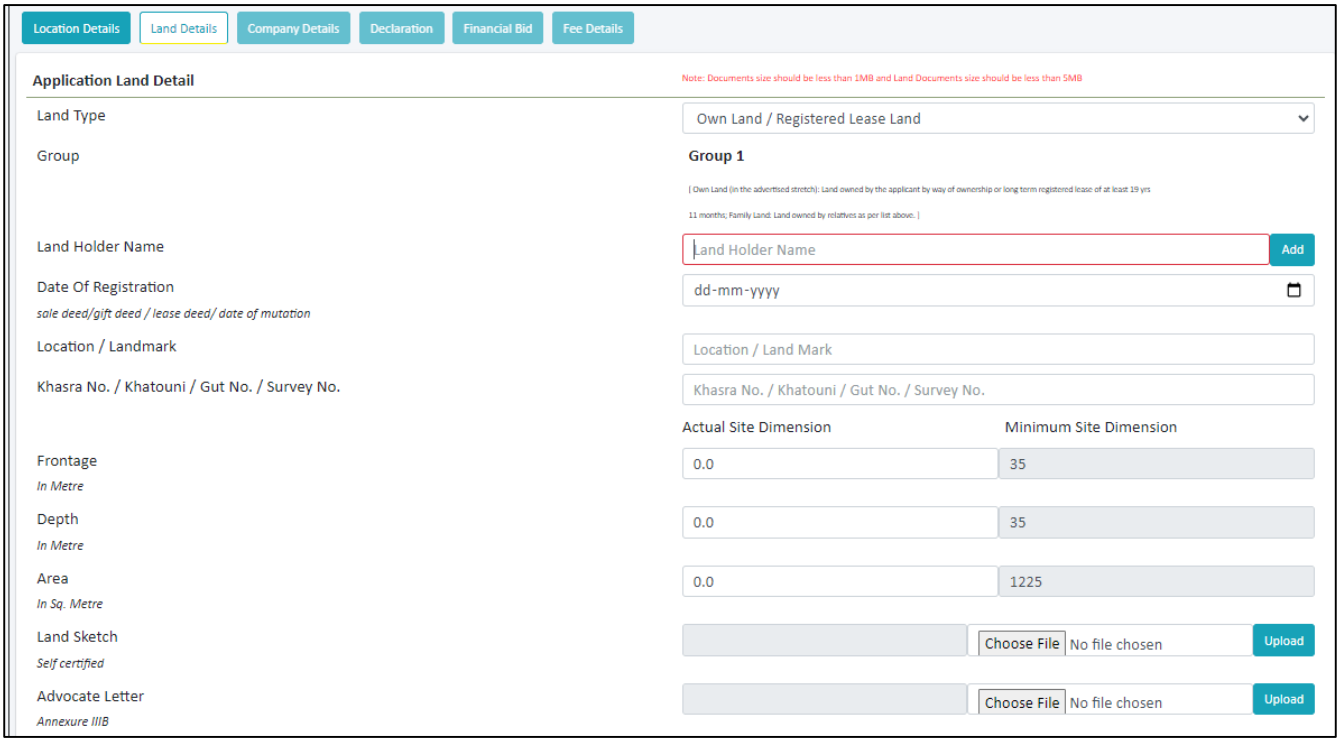
VII. On clicking the '**Apply for Outlet**' tab the applicant will be taken to listing of locations. This listing will display all those locations which pertain to the category and sub category of the applicant and open category. Typical screen shot of the same is as below:



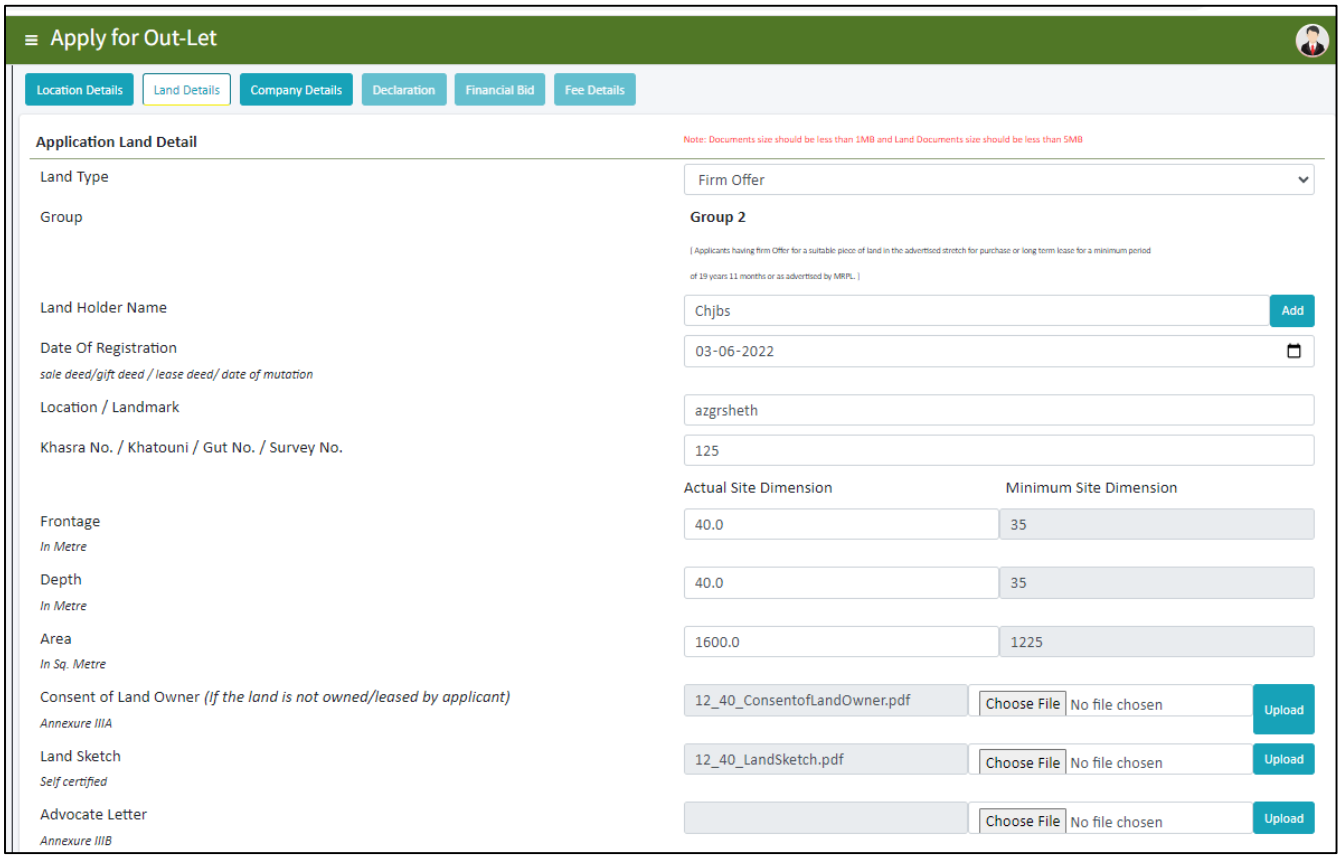
10. **Applying for Location:** The applicant will chose from among the dispalyed locations, the location he / she plans to apply and click on Apply button displayed against the location as indicated in the screen shot.
11. On clicking apply the following screen shot will be displayed with location details tab.



12. **Location Detail** – As displayed in the above screen shot, the details of the advertised stretch will be indicated under this tab. After going through the details click on 'save & next'.
13. **Land Details:** The following page will be displayed:



a. **Land Type –** The applicant will have to choose from the type of land being offered for siting of the Retail Outlet from the drop down menu.
   i. **Own Land / Registered Lease Land:** This option is to be chosen in case the applicant owns the offered land through absolute ownership or through a registered lease deed. This option can also be chosen in case of jointly owned land parcels in case the share of land in the name of applicant is equal to or more than that sought in the advertisement. The applicant will be considered under **Group 1**, in case this option is chosen.
   ii. **Firm Offer:** This option has to be chosen if the offered land belongs to third party/ies without relationship (as listed in brochure) with the applicant. Such application will be considered under **Group 2**. A duly notarised affidavit as per **Appendix III** on a stamp paper of appropriate value with the land owner as the deponent, will have to be uploaded. The date of notarisation should be prior to the date of application and after the date of advertisement.



b. **Land Holder Name:** The name of the owner of the land as per lease deed or sale deed or any other such document will have to be declared here.

c. **Date of registration:** The date of registration of the land as the registration document will have to be declared here.

d. **Location or Landmark:** The nearest land mark to the offered land to be mentioned here. Alternatively, approximate distance from a prominent and nearby land mark can also be mentioned here.

e. **Khasra No/ Khatouni/ Gut No/ Survey No:** The current survey number in full, of the offered land to be declared here. ***Kindly note that forward slash has been disabled in this portal. Hence, in case of survey numbers having forward slash, the same can be replaced with backward slash instead. Eg. If the survey number of the offered land is 23/1/A, the same can be entered in the portal as 23\1\A.***

f. **Frontage:** The frontage of the parcel of land being offered for retail outlet needs to be declared here. The frontage should be as per those declared in Affidavit as per **Appendix III**. The frontage should be equal to or more than those sought in the advertisement.

g. **Depth:** The depth of the parcel of land being offered for retail outlet needs to be declared here. The depth should be as per those declared in Affidavit as per **Appendix III.** The depth should be equal to or more than those sought in the advertisement. The depth of the offered land will be considered from the edge of ROW (right of way) of the road/ ROW of the proposed road in case part of the offered land is notified for acquisition.

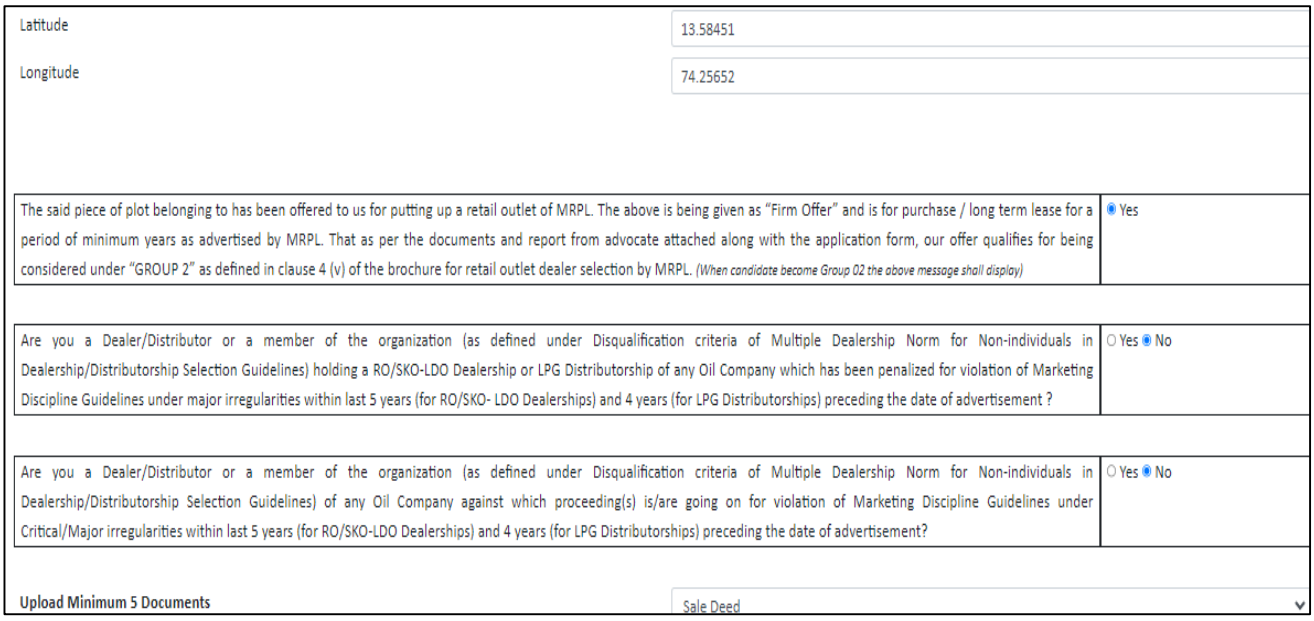
h. **Area:** The area of the parcel of land being offered for retail outlet needs to be declared here. The area should be as per those declared in Affidavit as per **Appendix III.** The area should be equal to or more than those sought in the advertisement

i. **Consent of Land Owner:** In case of applicants offering family land in **Group 1** or third party land through firm offer, the offer should be made as per **Appendix III** on a stamp paper of appropriate value with the deponent being the land owner. This affidavit needs to be notarised on a date prior to date of application. A copy of such notarised affidavit needs to be uploaded here.

j. **Land Sketch:** The detailed sketch of the offered land as per format provided in the brochure should be uploaded here. The sketch should madatorily indicate the survey number, dimensions of each and every side, width of the road, right of way, north direction etc.

k. Advocate Letter: *A letter issued by advocate indicating the grouping of the offered land may be atached herewith. Although this not mandatory as per brochure, the applicant is advised to have the grouping confirmed as this is a critical parameter in the selection criteria*.

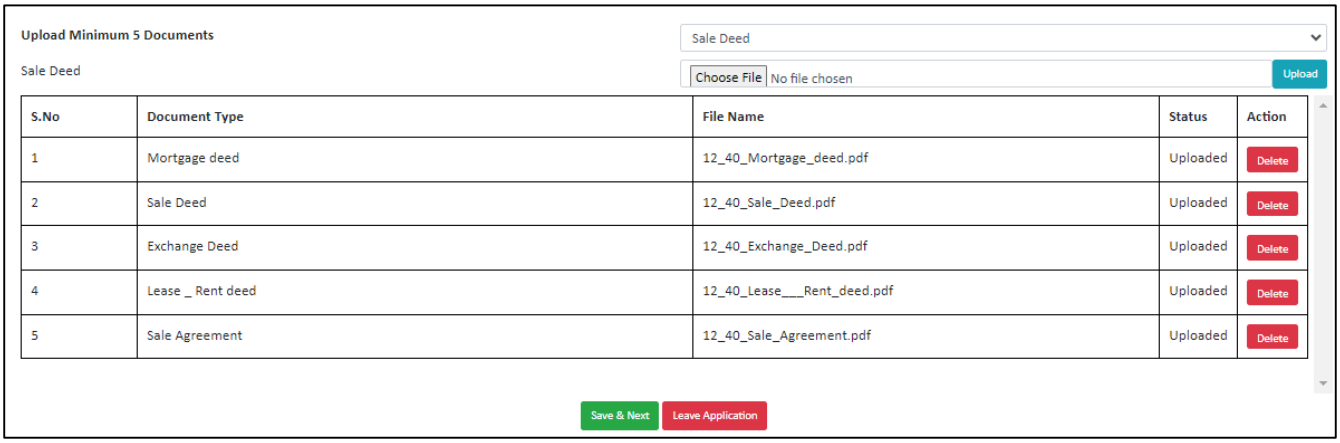
l. **Lattitude and longitude:** The latitude and longitude in decimal format of any point inside the oferred land needs to be provided here. The latitude and longitude can be obtained from a map service provider like Google maps or Apple maps.



m. **Declaration on land**: The applicant should select yes under this to proceed in application submission.

n. **Declaration on penalisation for violation**: The applicant should not have been penalised for violation of MDG or any other norms pertaining to retail selling of petroleum products, to be eligible for applying. Accordingly, the applicant will have to select No here.

o. **Declaration on diciplinary proceedings underway:** No diciplinary proceedings with regard to operation of retail outlets/ LPG distributorships or any other norms pertaining to retail distribution of petroleum products through any oil company should be underway at the time of application. Accordingly, the applicant has to select 'No' here.



S.No	Document Type	File Name	Status	Action
1	Mortgage deed	12_40_Mortgage_deed.pdf	Uploaded	Delete
2	Sale Deed	12_40_Sale_Deed.pdf	Uploaded	Delete
3	Exchange Deed	12_40_Exchange_Deed.pdf	Uploaded	Delete
4	Lease _ Rent deed	12_40_Lease___Rent_deed.pdf	Uploaded	Delete
5	Sale Agreement	12_40_Sale_Agreement.pdf	Uploaded	Delete

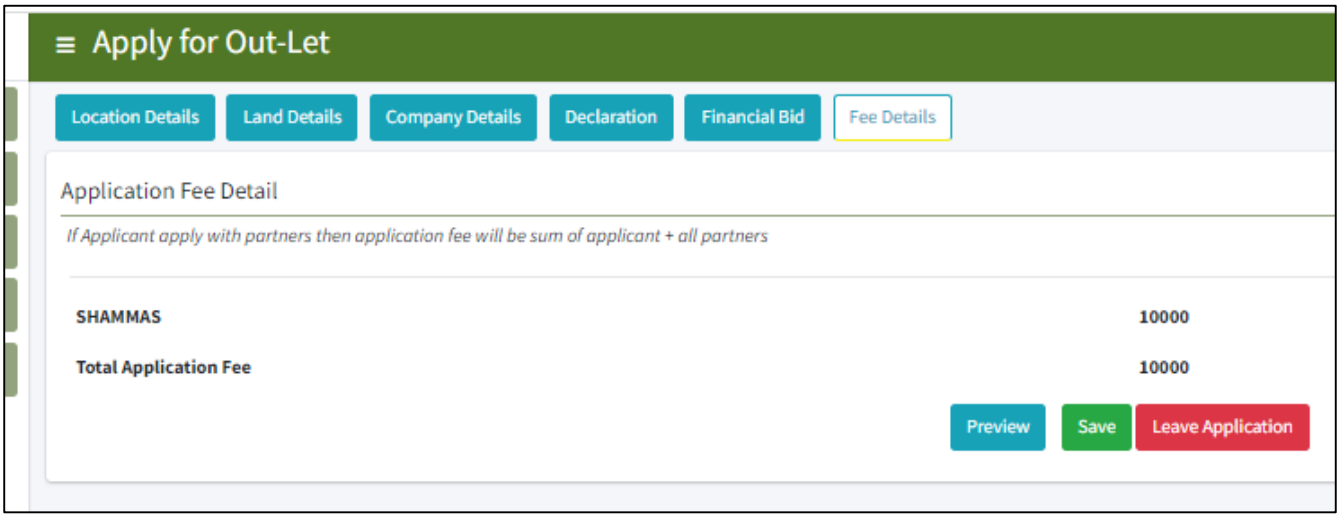
p. **Upload of documents:** A minimum 5 **different** documents pertaining to the land offered has to be uploaded separately here out of which atleast one will have to be a **revenue document**, one pertaining to **ownership of the offered land** and one has to be latest **encumberance certificate**. The type of document has to be selcted from the drop down and the relevant document against the selected document type has to be uploaded. This needs to be repeated for five different type of documents, each chosen from the drop down. The applicant has to **upload** atleast 1 revenue document type (eg. Khatha/Possession certificate/Tax Paid receipt etc) and atleast 1 ownership document (eg. Sale deed/gift deed/lease deed/ any other transfer deed etc.). The documents should be in pdf fromat and the size of each should not be more than 5 MB.

q. **Preview :** After submitting the land documents and clicking ok, the portal will display a preview of the company / firm details. Applicant can click on Save and next and proceed ahead or if any changes are required, can go back and change at this stage.

14. **Declaration:** The applicant will have to accept on the terms and conditions detailed under this tab by ticking on I / We agree. There will also be a display of approximate fund required for the development of the Retail Outlet. When the applicant will have to click on save and next to

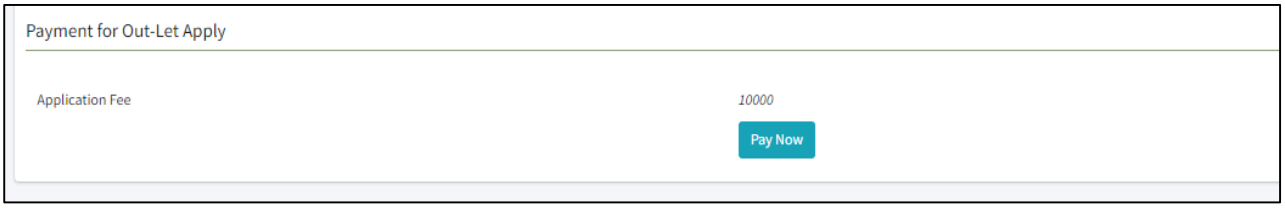
proceed. If the applicant is not agreeable to any of the conditions the applicant can click on 'leave application' and exit the application process.

a. On clicking 'save & next', applicant will be taken to next tab. In case of CODO sites involving bidding, the next tab will 'Financial Bid' tab. In case of DODO sites next tab will be 'Fee Details' tab.



15. **Financial Bid:** This tab will be enabled **only** in case of CODO sites. The bid amount (**should be more than the minimum bid amount prescribed**) to be entered in the appropriate cell.

16. **Fee Details:** The appropriate application fee details as per category and type of outlet will be displayed with a link to redirect to banking partner website. Clicking on the link will redirect the applicant to the banking partner website where applicant will be directed to make the payment online through Internet banking/UPI/NEFT/Wallet. After completing the payment, applicant will get **'Application Submitted'** message which completes the submission for application for the particular site.



17. In case the applicant desires to apply for another site, he / she need to login using the registered mobile number and OTP. The applicant can go to 'Apply for Outlet' tab and click 'apply' against the next location which applicant desires to apply and proceed as per process detailed above.

VIII. **Others:** The following details will also be displayed in the dashboard:

a. The list of applications submitted by the applicant.
b. The list of applications rejected (if any) during the application processing stage.
c. The various communication sent to the applicant during application process after the last date of receipt of application.
d. Raising complaints against any ongoing selection as per complaint procedure described in brochure.

IX. **General**: The applicants are to upload copies of various documents while applying. All the documents to be uploaded **except photograph** should be of pdf format. The pass port size photograph should be in **JPEG/JPG format**. The size of each individual file being uploaded should be less than 1 MB size except of those pertaining to land. The land records files to be uploaded should be less than 5 MB.

Note: Applicants should fill the application form carefully and with due deligence. Once submitted, the applications cannot be withdrawn or edited. Applicants are advised to go through the brochure and understand the detailed process and keep the documents ready for uploading before commecing application process.

*** List of Appendices are attached as a separate file on the portal – www.mdsp.co.oin**
**** For any queries, please contact on details given on the website.**

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