



## 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It may be noted that an application once submitted cannot be withdrawn or edited.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>

MANGALORE REFINERY AND PETROCHEMICALS LIMITED  
(A Subsidiary of Oil and Natural Gas Corporation Limited)  
RETAIL OUTLET DEALER SELECTION PORTAL

Sign Up  
Sign In

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

Individual  Non-Individual

First Name\* As mentioned in aadhaar card  
SAUMYA

Middle Name  
MIDDLE NAME

Last Name\* As mentioned in aadhaar card  
TRIPATHI

Mobile Number\* As mentioned in aadhaar card  
8700071435 Resend Otp 923736 Verify

Email-Id\*  
saumyatripathi704@gmail.com Resend Otp 808483 Verify

Register

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.

Sign in

OTP has been sent to your Registered Mobile Number

Mobile Number\* As mentioned in aadhaar card

8700071435 Resend Otp

OTP\*

778782

d wf 2 Captcha Code

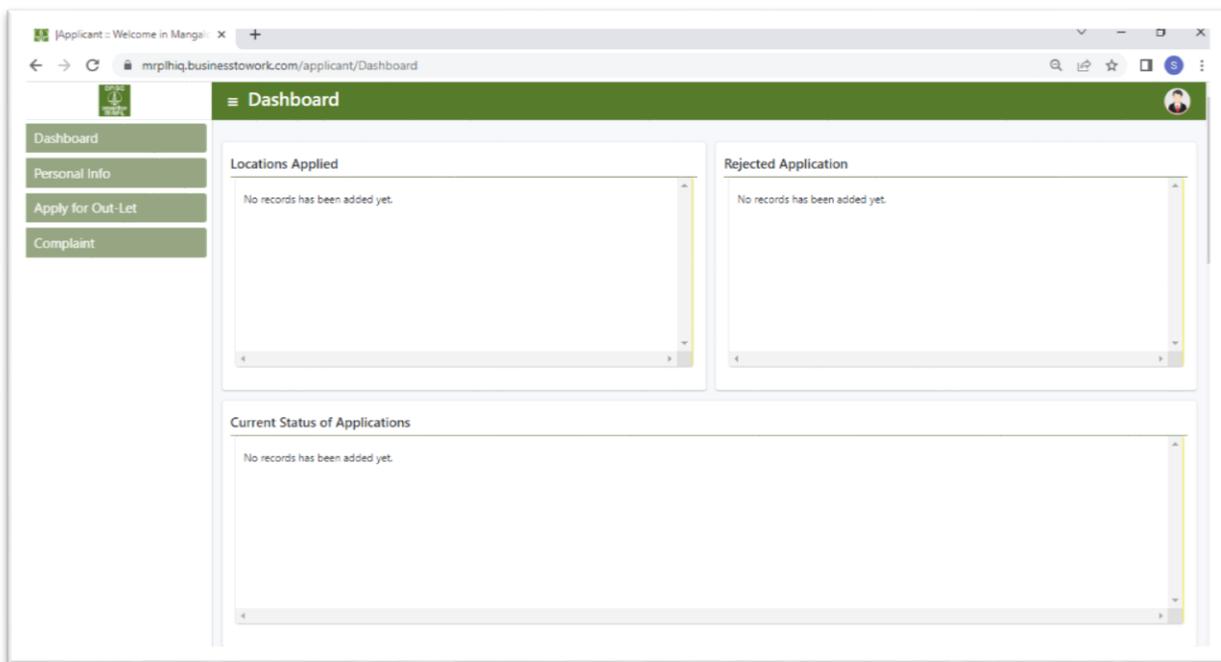
Captcha Code is required

Sign In

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

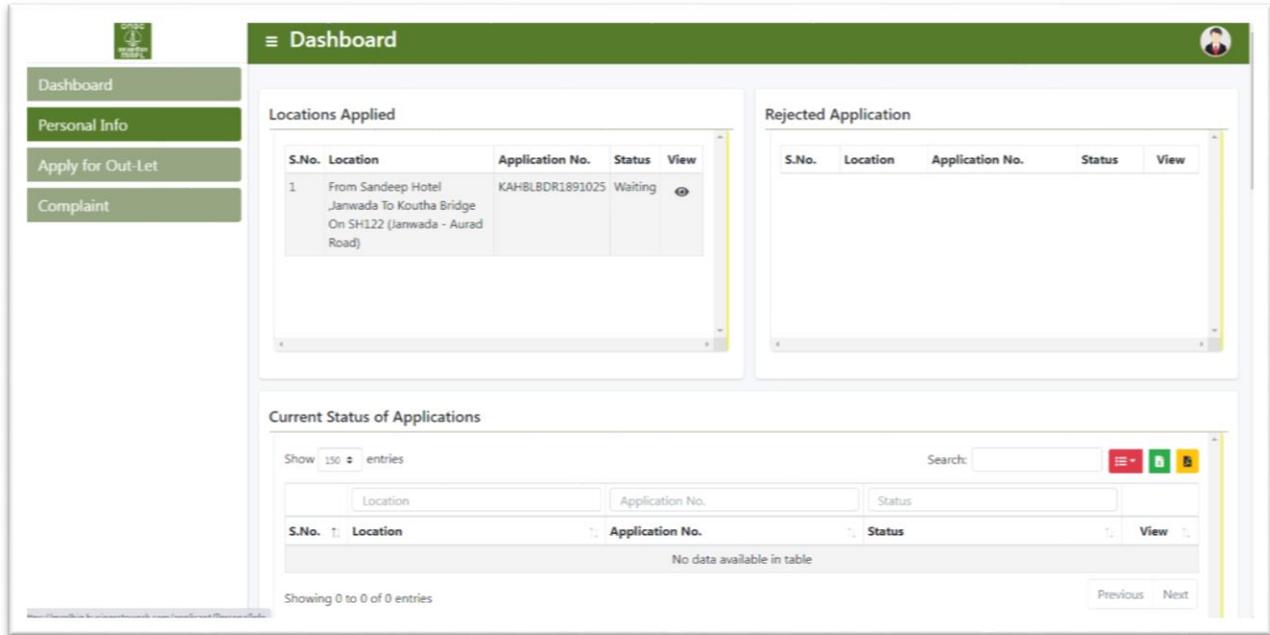
2. Mobile Number: Enter the verified mobile number of the applicant used for registration as detailed in Step 1 above. Click on '**Get OTP**'. An OTP will be send to the mobile number through SMS.
3. OTP: Applicant to enter the OTP received through SMS.
4. Captcha Code: Enter the Captcha Code as displayed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



**Dashboard**

- Dashboard
- Personal Info
- Apply for Out-Let
- Complaint

**Locations Applied**

S.No.	Location	Application No.	Status	View
1	From Sandeep Hotel Janwada To Kourtha Bridge On SH122 (Janwada - Aurad Road)	KAHBLDRI891025	Waiting	<a href="#">View</a>

**Rejected Application**

S.No.	Location	Application No.	Status	View
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**Current Status of Applications**

Show 150 entries

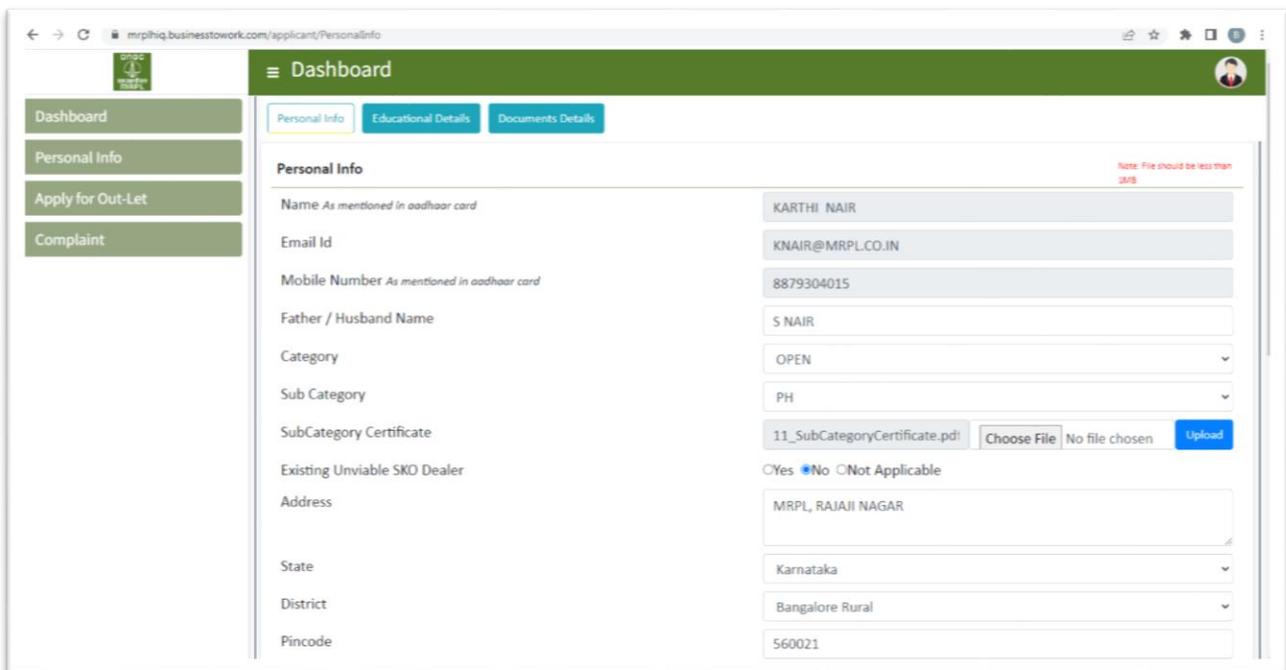
Search:

S.No.	Location	Application No.	Status	View
No data available in table				

Showing 0 to 0 of 0 entries

Previous Next

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.



**Dashboard**

- Dashboard
- Personal Info
- Apply for Out-Let
- Complaint

**Personal Info**

- Personal Info
- Educational Details
- Documents Details

**Personal Info**

Name *As mentioned in aadhaar card*: KARTHI NAIR

Email Id: KNAIR@MRPL.CO.IN

Mobile Number *As mentioned in aadhaar card*: 8879304015

Father / Husband Name: S NAIR

Category: OPEN

Sub Category: PH

SubCategory Certificate: 11\_SubCategoryCertificate.pdf  No file chosen

Existing Unviable SKO Dealer:  Yes  No  Not Applicable

Address: MRPL, RAJAJI NAGAR

State: Karnataka

District: Bangalore Rural

Pincode: 560021

Note: File should be less than 2MB



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<sup>th</sup> standard to be eligible to apply. The relevant details as below pertaining to the applicant's 10<sup>th</sup> 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<sup>th</sup> standard to be indicated here.
- c. **Year of Passing:** The year in which the applicant passed 10<sup>th</sup> standard to be indicated here.
- d. **Proof of education:** Copy of 10<sup>th</sup> 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:

3	Kerala	KCDHNDDE	Kaungragol	On SH 150, between Kanakka Grama panchayat office and Kuntar Post office (3/16 Mulleria and Pallyathakula)	Regular	OBC	NA	DOL	No File	Last date for applying is over
3	Kerala	KCDHNDDE	Kozhikode	On NH 66 (Kozhikode by pass), between Arappuzha bridge and Seva Warden Higher Sec School.	Regular	OPEN	NA	BIDDING	No File	Last date for applying is over
3	Kerala	KCDHNDDE	Kannur	On SH 30, between Koothuparamba bus stand and Neralagiri Post Office	Regular	SC	NA	DOL	No File	Last date for applying is over
4	Kerala	KCDHNDDE	Kannur	On SH 30, between Koothuparamba bus stand and Neralagiri Post Office	Regular	SC	NA	DOL	No File	Last date for applying is over
4	Kerala	KCDHNDDE	Malappuram	On SH 34, between Annakode Bridge and South Puthalam Junction	Regular	OBC	NA	DOL	No File	Last date for applying is over
4	Kerala	KCDHNDDE	Malappuram	On SH 30 (Peechthalamma to Nilambur), between Govt Higher Sec School Chungan, Puthikud & Vengoor Post office	Regular	OPEN	NA	DOL	No File	Last date for applying is over
5	Kerala	KCDHNDDE	Malappuram	On SH 30 (Peechthalamma to Nilambur), between Govt Higher Sec School Chungan, Puthikud & Vengoor Post office	Regular	OPEN	NA	DOL	No File	Last date for applying is over
5	Kerala	KCDHNDDE	Wayanad	On SH 34 (Themenassery - Roilandy road), between P C Mukku Bus stop and Chungan bus stop.	Regular	OPEN	NA	DOL	No File	Last date for applying is over
6	Kerala	KCDHNDDE	Malappuram	On SH 72 (Malappuram- Parappanangadi SH in Vengoor, between Kacheripadi bus stop & Kuttaloor Bus stop on RHS while going towards Parappanangadi)	Regular	OPEN	NA	DOL	No File	Last date for applying is over
7	Kerala	KCDHNDDE	Malappuram	On SH 36/23 (Peechthalamma - Pattambi Rd) between	Regular	OBC	NA	DOL	No File	Last date for applying is over

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.

≡ Apply for Out-Let


Dashboard

Personal Info

Apply for Out-Let

Location Details

Land Details

Partnership Details

Declaration

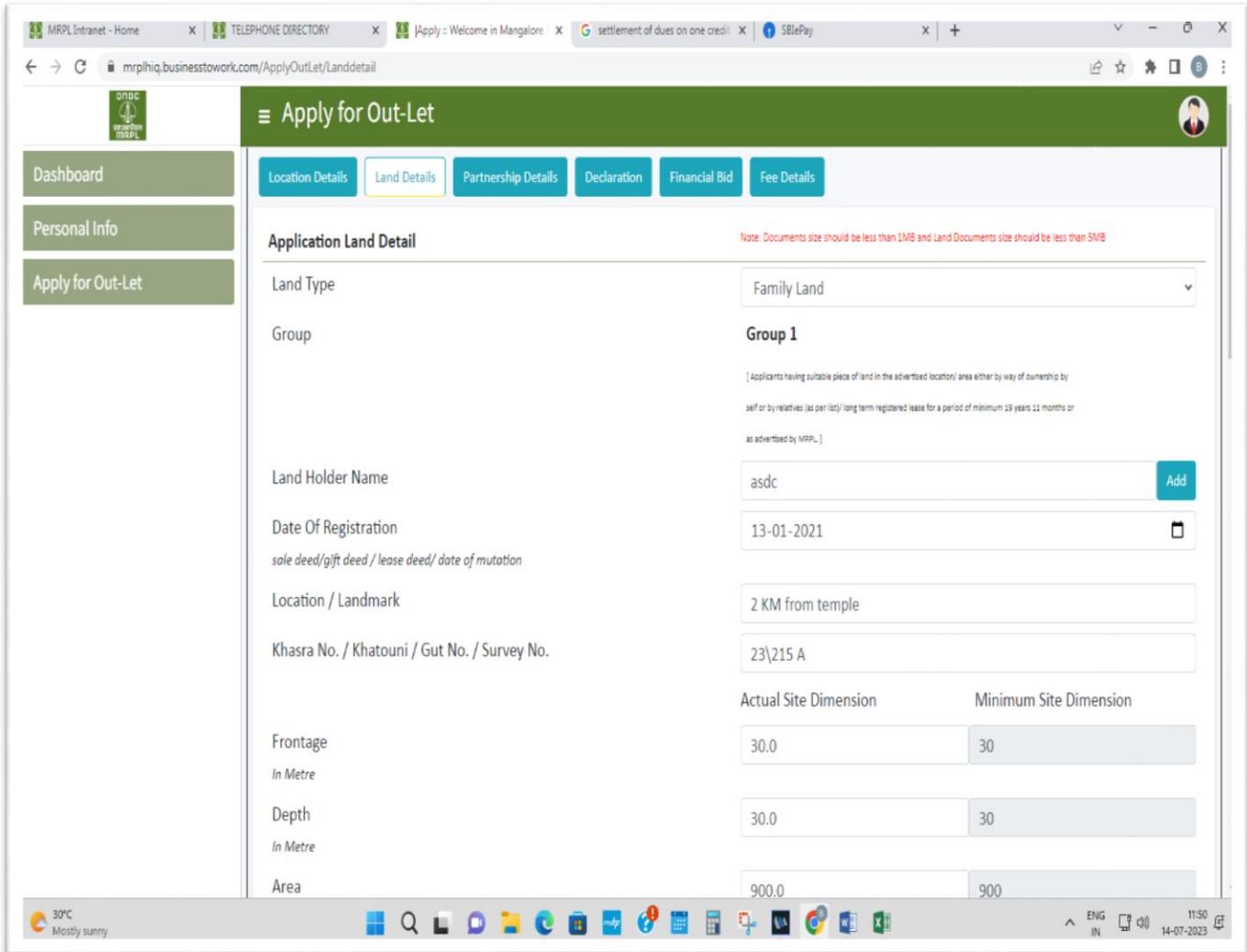
Financial Bid

Fee Details

### Application Location Detail

Applicant Id	18
Advertisement Id	16
Advertisement Date	17/02/2023
Location	From Sandeep Hotel ,Janwada To Koutha Bridge On SH122 (Janwada - Aurad Road)
Loc. No.	16
Type of Site	DODO
Type of RO	Regular
Category	OPEN
Sub Category	PH
District	Bidar
Region	Hubli
State	Karnataka
Fund for Development (in Rs. Lakhs)	75
Working Capital for Development (in Rs. Lakhs)	25

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 appropriate 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.

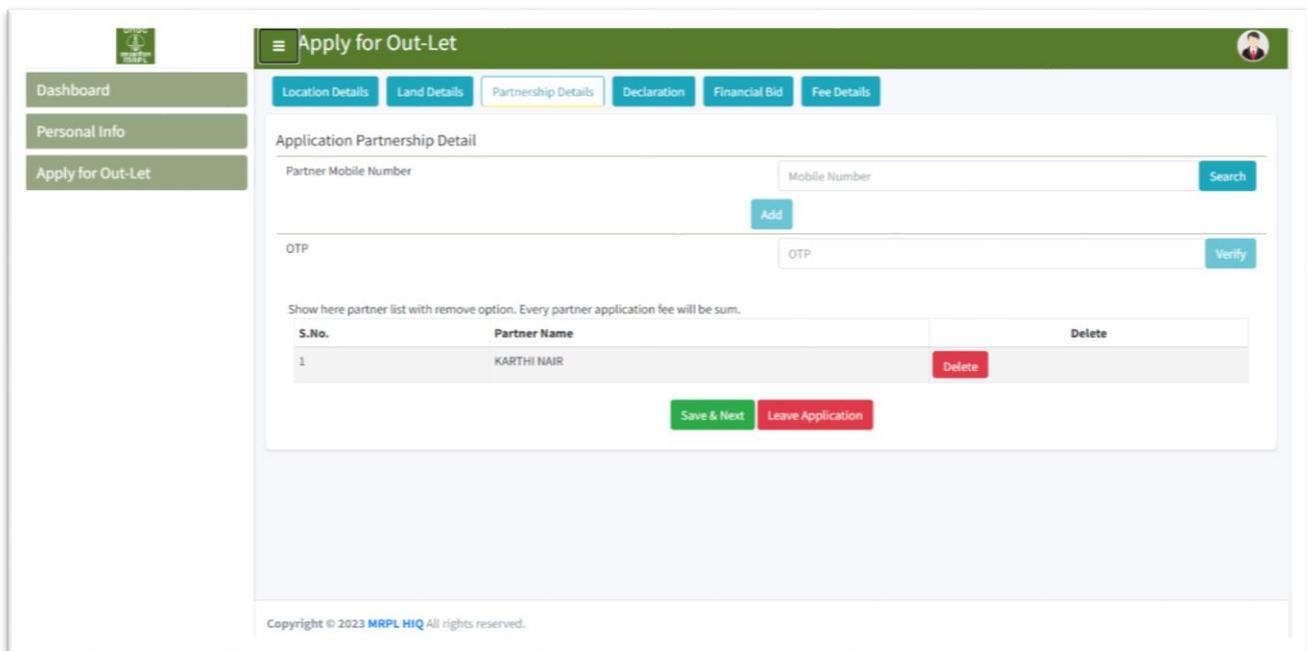
1. **Relation with Applicant:** The relationship of the applicant with the land owner will have to be chosen from the drop down list.
  2. **Upload proof of relationship:** Any proof of the relationship of the applicant with the land owner will have to be uploaded.
- iii. **Firm Offer:** This option 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 mandatorily 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 attached 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. **Latitude and longitude:** The latitude and longitude in decimal format of any point inside the offered 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 disciplinary proceedings underway:** No disciplinary 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 **encumbrance certificate**. The type of document has to be selected 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 at least 1 revenue document type (eg. Khatha/Possession certificate/Tax Paid receipt etc) and at least 1 ownership document (eg. Sale deed/gift deed/lease deed/ any other transfer deed etc.). The documents should be in pdf format and the size of each should not be more than 5 MB.

- q. **Declaration:** The applicant 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.



Apply for Out-Let

Dashboard  
Personal Info  
Apply for Out-Let

Location Details Land Details **Partnership Details** Declaration Financial Bid Fee Details

Application Partnership Detail

Partner Mobile Number Mobile Number Search

Add

OTP OTP Verify

Show here partner list with remove option. Every partner application fee will be sum.

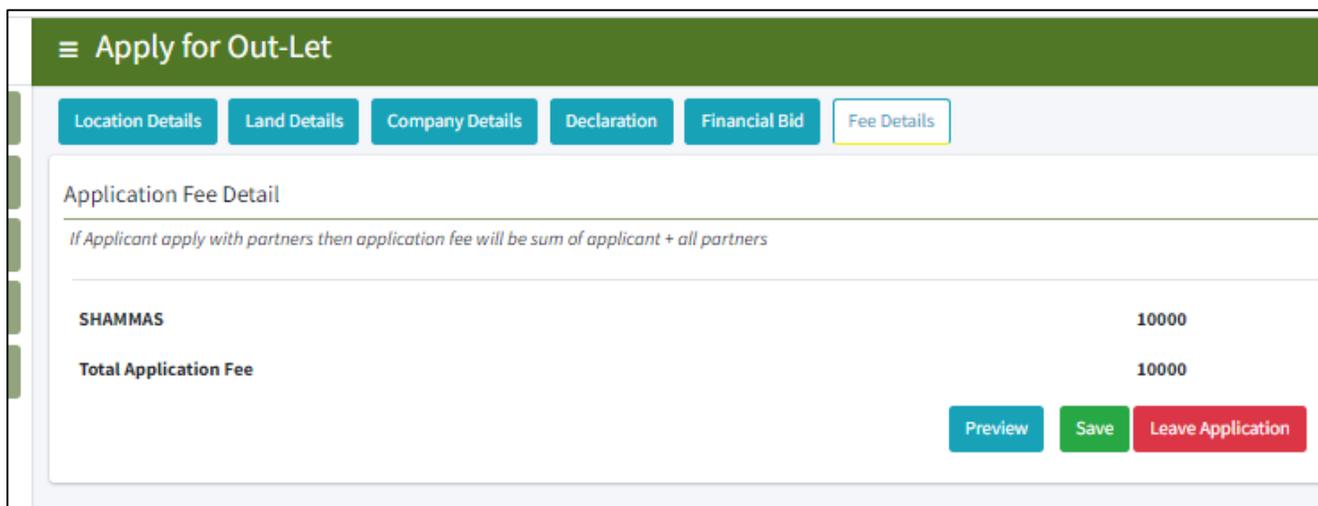
S.No.	Partner Name	Delete
1	KARTHI NAIR	Delete

Save & Next Leave Application

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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.



≡ Apply for Out-Let

Location Details Land Details Company Details Declaration Financial Bid Fee Details

Application Fee Detail

*If Applicant apply with partners then application fee will be sum of applicant + all partners*

SHAMMAS	10000
<b>Total Application Fee</b>	<b>10000</b>

Preview Save Leave Application

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:
- The list of applications submitted by the applicant.
  - The list of applications rejected (if any) during the application processing stage.
  - The various communication sent to the applicant during application process after the last date of receipt of application.
  - 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 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 diligence. 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 commencing application process.

\* **List of Appendices are attached as a separate file on the portal – [www.mdsp.co.oin](http://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

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



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

Registration

Individual  Non-Individual

Company Name \*  
COMPANY NAME

GST Number \*  
GST NUMBER

Authorized Person Name \*  
CONTACT PERSON NAME

Authorized Person Mobile \*  
CONTACT PERSON MOBILE NUMBER

Authorized Person Email \*  
CONTACT PERSON EMAIL ID

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.



ONGC  
एमआरपीएल  
MRPL

Sign in

OTP has been sent to your Registered Mobile Number

Mobile Number\* *As mentioned in aadhaar card*

8700071435

OTP\*

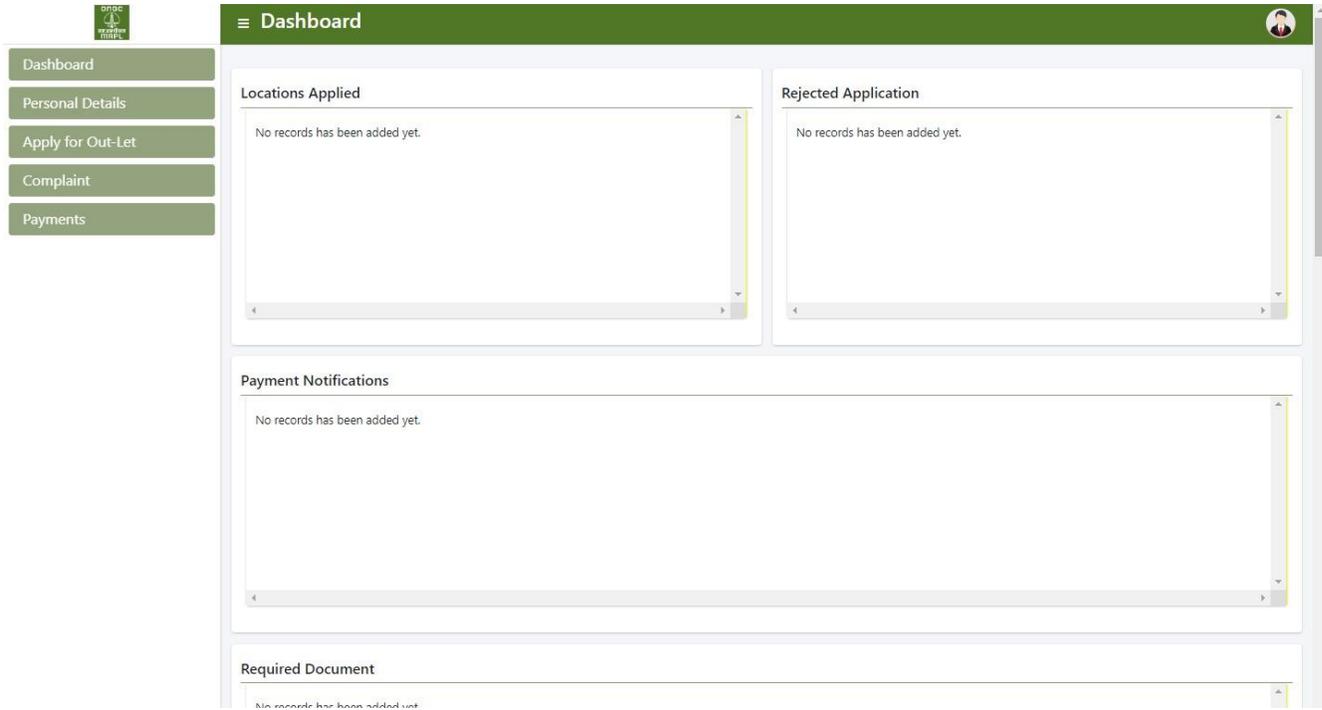
778782

Captcha Code

Captcha Code is Required

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

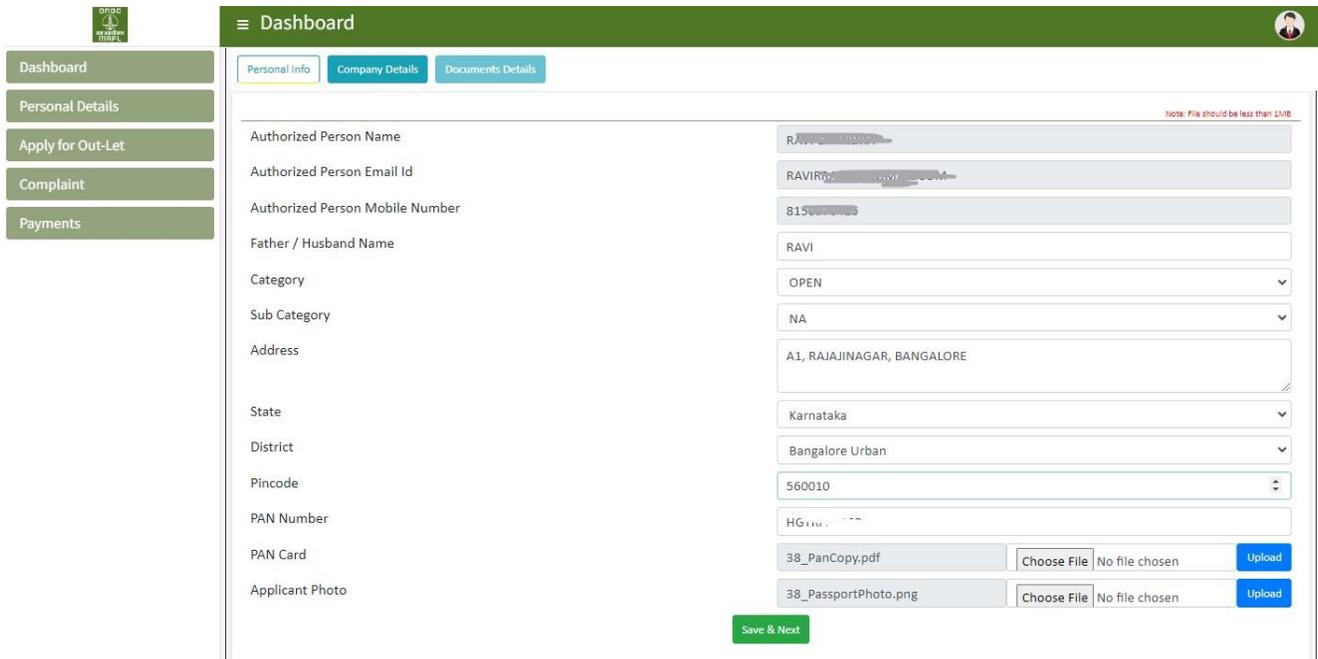


The screenshot shows a web dashboard with a green header and a sidebar on the left. The sidebar contains a menu with the following items: Dashboard, Personal Details, Apply for Out-Let, Complaint, and Payments. The main content area is titled 'Dashboard' and features a user profile icon in the top right corner. Below the header, there are four sections, each with a title and a message: 'Locations Applied' (No records has been added yet.), 'Rejected Application' (No records has been added yet.), 'Payment Notifications' (No records has been added yet.), and 'Required Document' (No records has been added yet.). Each section is represented by a scrollable container.

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.



Dashboard

Personal Info Company Details Documents Details

Authorized Person Name RAVIR...

Authorized Person Email Id RAVIR...

Authorized Person Mobile Number 815...

Father / Husband Name RAVI

Category OPEN

Sub Category NA

Address A1, RAJAJINAGAR, BANGALORE

State Karnataka

District Bangalore Urban

Pincode 560010

PAN Number HG...

PAN Card 38\_PanCopy.pdf Choose File No file chosen Upload

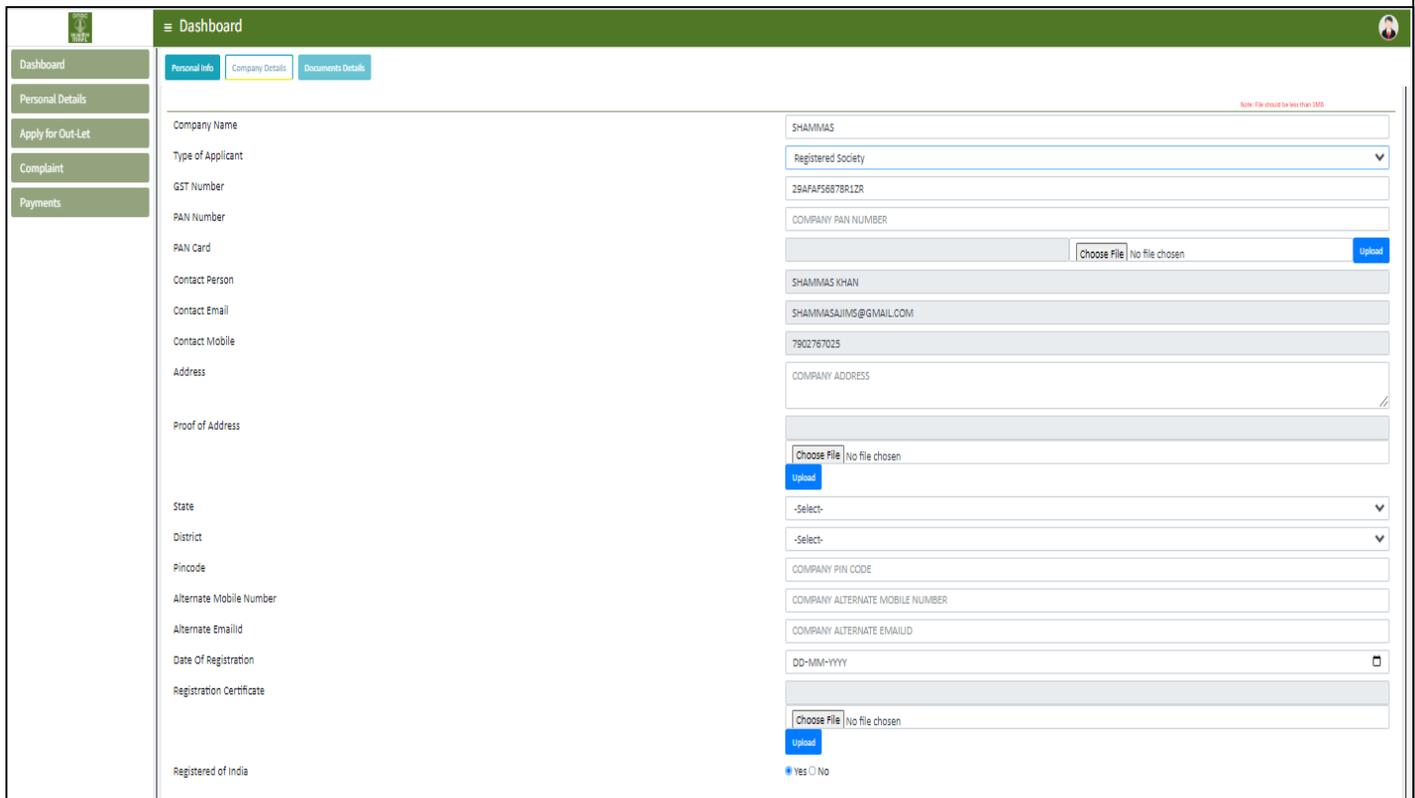
Applicant Photo 38\_PassportPhoto.png Choose File No file chosen Upload

Save & Next

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.



The screenshot shows the 'Company Details' tab in the MRPL HiQ dashboard. The form contains the following fields and values:

- Company Name: SHAMMAS
- Type of Applicant: Registered Society
- GST Number: 29AFAF56878R1ZR
- PAN Number: COMPANY PAN NUMBER
- PAN Card: Choose File | No file chosen
- Contact Person: SHAMMAS KHAN
- Contact Email: SHAMMASAJIMS@GMAIL.COM
- Contact Mobile: 7902767025
- Address: COMPANY ADDRESS
- Proof of Address: Choose File | No file chosen
- State: -select-
- District: -select-
- Pincode: COMPANY PIN CODE
- Alternate Mobile Number: COMPANY ALTERNATE MOBILE NUMBER
- Alternate Email: COMPANY ALTERNATE EMAIL
- Date of Registration: DD-MM-YYYY
- Registration Certificate: Choose File | No file chosen
- Registered of India: Yes  No

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



The screenshot shows the 'Type of Applicant' dropdown menu with the following options:

- Registered Society
- Registered Society
- Company
- Charitable Trust
- Government Organisation

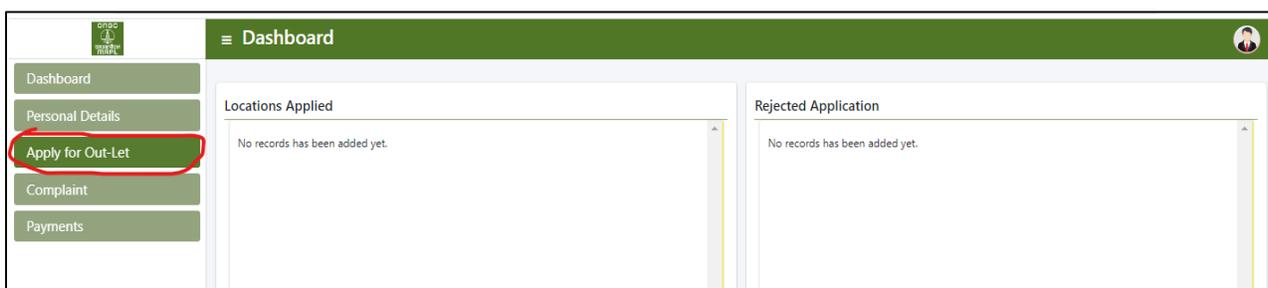
- b. Upload registration certificate after filling up all details.
- c. Upload financial statements of required Financial Years in the required fields. And click on save.

Profit / Loss during last 3 financial year as certified by CA. <small>(Copy of certificate will be required to be produced as and when advised)</small>	Profit/Loss After Tax (RS)	File
PY 2020-21	Profit/Loss	<input type="text" value="Choose File"/>   No file chosen. <input type="button" value="Upload"/>
PY 2021-22	Profit/Loss	<input type="text" value="Choose File"/>   No file chosen. <input type="button" value="Upload"/>
PY 2022-23	Profit/Loss	<input type="text" value="Choose File"/>   No file chosen. <input type="button" value="Upload"/>

Note : Only registered Societies / Companies making profit in all the last three consecutive financial years as certified by chartered account are eligible to apply.

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:

Advertisement List

Show 150 entries Search:

S.No.	Loc.No.	State	Region	District	Category	Sub Category	Location	Type Of RC	Type of Sit	MonthlySale	Action
1	2	Kerala	KOZHIKODE	Kasaragod	OPEN	NA	On LHS of NH 66 towards Mangalore, from Govt. UP school Adkathbail, Kasargod to Mogralputtur.	Regular	DODO	220	<a href="#">Details</a> <a href="#">Apply</a>
2	3	Kerala	KOZHIKODE	Kozhikode	OPEN	NA	On NH 66 (Kozhikode by pass), between Arapuzha bridge and Seva Mandir Higher Sec School.	Regular	CODO	210	<a href="#">Details</a> <a href="#">Apply</a>

Showing 1 to 2 of 2 entries

Previous **1** Next

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.

Apply for Out-Let

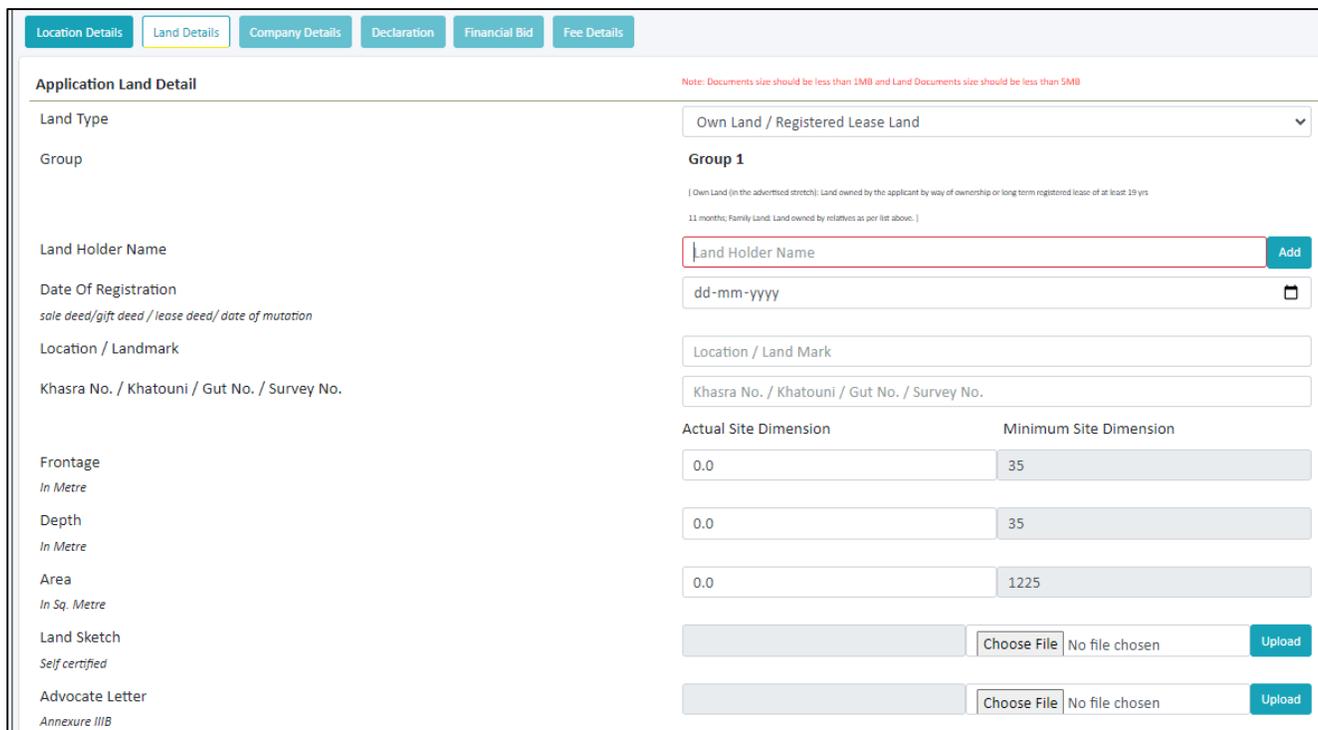
**Application Location Detail**

Applicant Id	40
Advertisement Id	222
Advertisement Date	04/04/2023
Location	On LHS of NH 66 towards Mangalore, from Govt. UP school Adkathbail, Kasargod to Mogralputtur.
Loc. No.	2
Type of Site	DODO
Type of RO	Regular
Category	OPEN
Sub Category	NA
District	Kasaragod
Region	KOZHIKODE
State	Kerala
Fund for Development (in Rs. Lakhs)	90
Working Capital for Development (in Rs. Lakhs)	25
Security Deposit (in Rs. Lakhs)	5
Fixed Fee/Minimum Bid Amount (in Rs. Lakhs)	0

[Save & Next](#)

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:



**Application Land Detail**

Note: Documents size should be less than 1MB and Land Documents size should be less than 5MB

Land Type: Own Land / Registered Lease Land

Group: Group 1  
( Own Land (in the advertised stretch): Land owned by the applicant by way of ownership or long term registered lease of at least 18 yrs  
 11 months; Family Land: Land owned by relatives as per list above. )

Land Holder Name: Land Holder Name

Date Of Registration: dd-mm-yyyy

Location / Landmark: Location / Land Mark

Khasra No. / Khatouni / Gut No. / Survey No.: Khasra No. / Khatouni / Gut No. / Survey No.

	Actual Site Dimension	Minimum Site Dimension
Frontage <small>In Metre</small>	0.0	35
Depth <small>In Metre</small>	0.0	35
Area <small>In Sq. Metre</small>	0.0	1225

Land Sketch:  No file chosen

Advocate Letter:  No file chosen

Annexure III B

- 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.

≡ Apply for Out-Let 👤

Location Details
Land Details
Company Details
Declaration
Financial Bid
Fee Details

Note: Documents size should be less than 1MB and Land Documents size should be less than 5MB

**Application Land Detail**

Land Type Firm Offer

Group **Group 2**  
(Applicants having firm Offer for a suitable piece of land in the advertised stretch for purchase or long term lease for a minimum period of 29 years 11 months or as advertised by MRPL.)

Land Holder Name Chjbs Add

Date Of Registration 03-06-2022  
sale deed/gift deed / lease deed/ date of mutation

Location / Landmark azgrsheth

Khasra No. / Khatouni / Gut No. / Survey No. 125

Actual Site Dimension	Minimum Site Dimension
40.0	35
40.0	35
1600.0	1225

Consent of Land Owner (If the land is not owned/leased by applicant) 12\_40\_ConsentofLandOwner.pdf Choose File No file chosen Upload  
Annexure IIIA

Land Sketch 12\_40\_LandSketch.pdf Choose File No file chosen Upload  
Self certified

Advocate Letter Choose File No file chosen Upload  
Annexure IIIB

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

Latitude	13.58451
Longitude	74.25652
The said piece of plot belonging to has been offered to us for putting up a retail outlet of MRPL. The above is being given as "Firm Offer" and is for purchase / long term lease for a period of minimum years as advertised by MRPL. That as per the documents and report from advocate attached along with the application form, our offer qualifies for being considered under "GROUP 2" as defined in clause 4 (v) of the brochure for retail outlet dealer selection by MRPL. (When candidate become Group 02 the above message shall display)	<input checked="" type="radio"/> Yes
Are you a Dealer/Distributor or a member of the organization (as defined under Disqualification criteria of Multiple Dealership Norm for Non-individuals in Dealership/Distributorship Selection Guidelines) holding a RO/SKO-LDO Dealership or LPG Distributorship of any Oil Company which has been penalized for violation of Marketing Discipline Guidelines under major irregularities within last 5 years (for RO/SKO- LDO Dealerships) and 4 years (for LPG Distributorships) preceding the date of advertisement ?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Are you a Dealer/Distributor or a member of the organization (as defined under Disqualification criteria of Multiple Dealership Norm for Non-individuals in Dealership/Distributorship Selection Guidelines) of any Oil Company against which proceeding(s) is/are going on for violation of Marketing Discipline Guidelines under Critical/Major irregularities within last 5 years (for RO/SKO-LDO Dealerships) and 4 years (for LPG Distributorships) preceding the date of advertisement?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Upload Minimum 5 Documents	Sale Deed <input type="button" value="v"/>

- 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 disciplinary proceedings underway:** No disciplinary 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.

Upload Minimum 5 Documents

Sale Deed

Choose File | No file chosen Upload

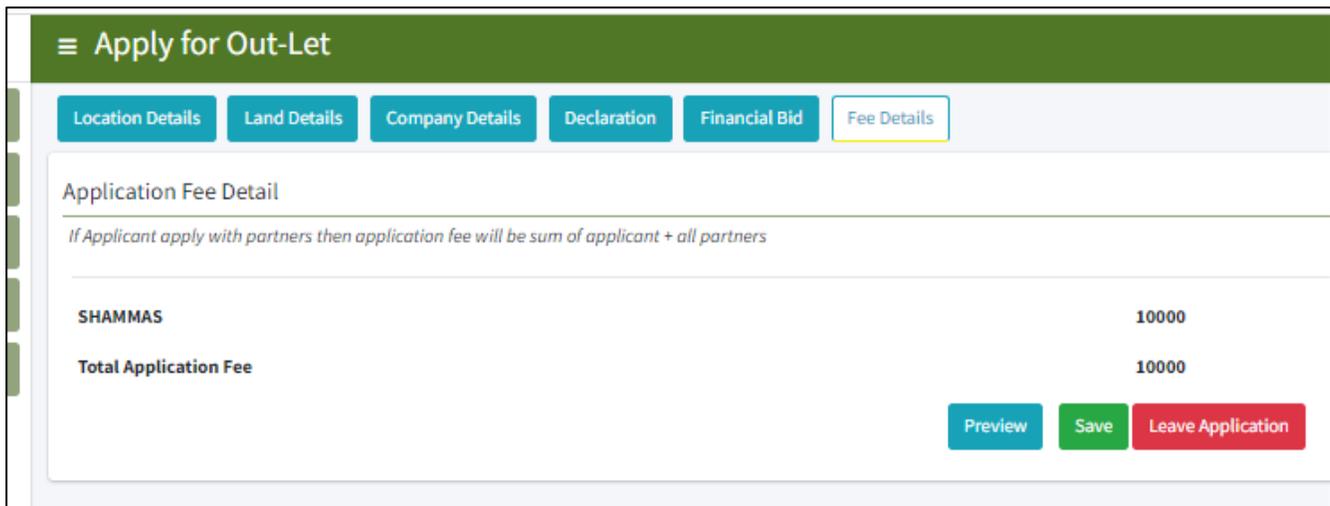
S.No	Document Type	File Name	Status	Action
1	Mortgage deed	12_40_Mortgage_deed.pdf	Uploaded	Delete
2	Sale Deed	12_40_Sale_Deed.pdf	Uploaded	Delete
3	Exchange Deed	12_40_Exchange_Deed.pdf	Uploaded	Delete
4	Lease _ Rent deed	12_40_Lease ___ Rent_deed.pdf	Uploaded	Delete
5	Sale Agreement	12_40_Sale_Agreement.pdf	Uploaded	Delete

Save & Next
Leave Application

- p. **Upload of documents:** A minimum 5 **different** documents pertaining to the land offered has to be uploaded separately here out of which at least one will have to be a **revenue document**, one pertaining to **ownership of the offered land** and one has to be latest **encumbrance certificate**. The type of document has to be selected 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** at least 1 revenue document type (eg. Khatha/Possession certificate/Tax Paid receipt etc) and at least 1 ownership document (eg. Sale deed/gift deed/lease deed/ any other transfer deed etc.). The documents should be in pdf format 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.



The screenshot shows the 'Apply for Out-Let' application interface. At the top, there is a navigation bar with tabs: Location Details, Land Details, Company Details, Declaration, Financial Bid, and Fee Details (which is currently selected). Below the navigation bar, the 'Application Fee Detail' section is displayed. It includes a note: 'If Applicant apply with partners then application fee will be sum of applicant + all partners'. A table shows the fee details:

SHAMMAS	10000
<b>Total Application Fee</b>	<b>10000</b>

At the bottom right of the form, there are three buttons: 'Preview' (blue), 'Save' (green), and 'Leave Application' (red).

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.



The screenshot shows the 'Payment for Out-Let Apply' screen. It displays the 'Application Fee' as 10000. Below this, there is a blue 'Pay Now' button.

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:
- The list of applications submitted by the applicant.
  - The list of applications rejected (if any) during the application processing stage.
  - The various communication sent to the applicant during application process after the last date of receipt of application.
  - 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 diligence. 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 commencing application process.

\* List of Appendices are attached as a separate file on the portal – [www.mdsp.co.oin](http://www.mdsp.co.oin)

\*\* For any queries, please contact on details given on the website.

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