

Guidelines for appointment of facilitator for Government Land

- The minimum eligibility criteria for an individual/partnership (both partners) would be as follows:

S.No	Eligibility Factor	Eligibility Criteria
1	Education	12 th Equivalent or Passed
2	Age	Minimum 21 years and maximum 55 years
3	Citizenship	The candidate should be a citizen of India

- The minimum eligibility criteria for a Private Limited Firm would be as follows:

S.No	Eligibility Factor	Eligibility Criteria
1	Registration	The company should be registered under relevant Indian companies act

In Private Limited Company a person authorized by the company shall be considered for evaluation of eligibility criteria in terms of minimum Educational qualification (The person authorized by company whose education is to be considered should be one of the director of the company and shall be serving the company for future 5 years – undertaking to be given by the company). The land and finance owned by any one of the partners will be treated as the same being owned by the firm as a whole for evaluation purposes.

Scope of IGL

1. IGL would inspect the site identified by the applicant and commercial viability would be checked by IGL and then application of allotment would be made to the concerned land owing agency. IGL would assist in submitting the necessary documents required for allotment of land.
2. IGL would create CNG dispensing facility at the aforesaid land at its own cost. All the CNG equipment's like compressors, dispensers and cascades will be installed & Commissioned by IGL by securing all necessary statutory permissions. All civil works such as foundations, canopies, electrical rooms, Power Connection trenches, driveway, etc shall be constructed by IGL. RVI and Monolith would also be placed by IGL.
3. IGL shall also pay an amount to the operator, which shall be in consideration towards the manpower deployment, day to day management costs and the efforts put in. 55% of the total amount decided to be paid to OMC/DODO shall be given in case of CODO model.
4. IGL shall reimburse Electricity charges or a sub-meter reading to the operator on a predetermined rate as payable in DODO model.
5. All periodic and breakdown maintenance of CNG equipment will be in the scope of IGL.

6. IGL will train the manpower employed by the operator for dispensing and safe operation of CNG facility but complete responsibility of quality and safety shall remain with the operator. IGL shall charge a fee of Rs.500/ person for training purpose.
7. The CNG equipment shall be installed and commissioned by IGL.
8. Power Connection - All costs towards Power connection at the site and arrangements related thereto shall be provided by IGL
9. IGL will bear any/ all lease rent/license fee, property taxes, municipal taxes, out-goings, Change of Land use Charges, rates, assessments or levies in respect of the site before entering into an agreement with the operator. IGL shall pay the cost for all other statutory approvals/taxes fees etc. for which demand is raised or receipt is issued by the concerned authority.

Operator's Scope

1. Operator has to manage legal approvals from the allotment of land on free hold / lease hold / license fees basis in favour of IGL. Obtaining statutory approvals required for putting a CNG Station to operation such as but not limited to NOC from Licensing/DM NOC, PESO, Electricity board, PESO approval and License, etc. Any fees or charges will be paid by IGL only if a demand is raised or receipt is issued.
2. Cash Collection and Security Deposits: Cash collection of daily sale to be deposited in IGL designated bank account on succeeding day 11 AM and MIS to be sent daily to IGL office by 12 noon. The operator is required to pay an interest free security deposit towards cash collection for an amount equivalent to 5 days average sale by way of DD. The periodic review of the cash security deposit would be done twice every year in the months of April and October respectively.
3. Day-to Day Operations of CNG station is in the scope of operator.
4. Manpower - All manpower required for dispensing of Gas to vehicles including security of station, CNG equipments, etc shall be arranged by operator at its own cost. Uniform, shoes etc. required as per IGL's practice shall also be in operator's scope. The operator shall deploy adequate manpower for optimum utilization of plant and machinery installed by IGL. IGL can direct the operator to deploy additional manpower if it is required.
5. Costs towards housekeeping expenses, cleaning of toilets, drinking water, telephone charges and horticulture expenses etc. and other expenses related to day to day operations
6. To ensure the safe operation of the equipment and the station.

7. Compliances related to the Quality of Service Regulations, Technical & Safety Regulations of PNGRB (Petroleum and Natural Gas Regulatory Board), Labour Law. Any financial implication arising due to non-compliance of any law shall be borne by the operator and IGL shall in no way be liable for it.
8. The selected candidate will have to deposit a Bank Guarantee equivalent to 15% cost of last purchase price of the equipment installed at the site at the time of final agreement.
9. The successful applicant has to deposit non-refundable fees of Rs. 3 Lacs + GST in favour of IGL. LOI shall be issued to successful applicant only after receipt of applicable fees in this model.

METHODOLOGY FOR APPOINTMENT OF OPERATORS BY IGL IN CODO MODEL FOR GOVERNMENT LANDS

An EOI is published in IGL's Website for appointment of facilitator for arranging lands from Government agencies for a particular stretches mentioned on the website.

Team comprising of CNG Project, Marketing and Pipeline will check for the feasibility of the applied locations/stretches.

If the land applied by the applicant (Individual/Partnership/Private Limited) online is found techno commercially suitable, a Letter of Intent shall be issued to the applicant or the firm initially for validity of 06 months with further extension of 03 months twice (i.e. 03+03) depending on the progress made by the applicant to expedite the process of allotment of subject land in favour of IGL and in case the LOI holder fails to complete the allotment process in recommended time frame of 12 months the LOI shall stand cancelled/revoked automatically. The LOI holder would have to submit a fortnightly update on the progress of land allotment process.

And, in case if multiple applications are received for a particular government land, than the applicant or firm who has applied earlier online shall be issued LOI based on "First come first serve" principle and thereafter in case of failure of LOI holder for allotment of subject land in favour of IGL, the subsequent applicant who has applied for same subject land shall be offered LOI after completion of 12 months

In case more than one applicant have applied for same stretch or near-by locations and only one of the land is commercially viable for IGL, the selection of applicant would be done by "First come First Serve" principle for that stretch.

- In case one applicant has applied for more than two lands, the applicant will be selected for two most suitable lands found by IGL.
- In case of non-renewal/cancellation/termination of agreement, the station will be operated by IGL as it is in case of land allotted to IGL.
- If the process of allotment and possession is done in favour of IGL successfully, the consultant (Individual/Partnership/Private Limited) would be appointed as an operator for the subject land and LOI would be issued.
- Valid documentation/reference/recommendation/record from LOI holder shall be submitted showing his/her efforts for the said land allotment from the land owning agency. HOD (CNG-Projects) would authenticate that the LOI holder is actually working for getting the land from Government. The LOI holder would have to submit a fortnightly update on the progress of land allotment process.

The applicant would be awarded the Operatorship for a period for which land is in possession of IGL. Agreement of same shall be renewed after 05 years. IGL would have the right to terminate the Operatorship on basis of non-performance (Parameters) or if the operator is found indulging in any kind of malpractice or misconduct.