



Guidelines for Setting up CNG station on COCO Purchase or COCO Lease Basis

1.0 Company Owned Company Operated (COCO)

1.1 Under this model, the Company (IGL) will acquire the land taken on lease basis for a minimum period of 20 (twenty) years with renewal clause, with the option residing with IGL to extend the lease for another 10 (ten) years, or land may be taken from private land owners on outright purchase basis, directly from the owner, by IGL for setting up Retail Station. (sub-leasing is not allowed).

1.2 Land plots having clear title only would be considered after due diligence, which will be carried out by IGL. In such cases Change of Land Use (CLU) to commercial (Fuel Station or other relevant type to set up CNG station, as applicable) category and payment of all associated charges, such as impact fee/development charges etc, demanded by any authority will be in scope of the land owner.

1.3 Land purchase agreement /Lease registration will be done after CLU only.

1.4 **Land Rental (#):** For private land, the annual land rental fixed at the time of entering into lease agreement shall be fixed maximum up to 5% (five percent) of circle rate prevalent at that time. The registration of Lease agreement between IGL and Lessor shall be done after CLU and rental payment will start after it.

1.5 **Land Rental increase (#):** For private land, there shall be an increment @ 10% (ten percent) on the last rentals after every three years (i.e. land rental will be fixed for a block of 3 (three) years and 10% (ten percent) increment on the last rent paid shall be applicable for arriving rental for the block of next 3 (three) years).

IGL reserves the right to negotiate and finalize the land rental and its increase based on commercial/market considerations.

1.6 Registration Charges: Registration charges, if any, shall be borne by IGL.

2.0 Application Process:

2.1 Applicant have to apply as per relevant EOI guidelines floated, in the prescribed format available on IGL's website.

2.2 **Application Fee:** The application fee of Rs.5000/- (Non Refundable) is required to be submitted along with the application either online or through demand draft in favour of IGL.

2.3 **Scrutiny Fee:** If the proposed land is found suitable by IGL's survey team, a scrutiny fee for evaluation of relevant documents i.e. Due Diligence Report w.r.t proposed land will

be charged from applicant at the rate of Rs. 50,000/-+GST. IGL reserves the right to get the DDR done from empanelled advocate/lawyer.

2.4 In case of partnership, the name of each partner would be mentioned in the application form. However, single application form has to be filled by the authorised partner only in the name of partnership firm only.

2.5 At any stage of application processing, if it is found that the same land (part of or full) is applied by more than one applicant (under any category/ownership or any model), all applications related to that land/plot (part or full) shall be summarily rejected and application fee forfeited. IGL's decision in this regard shall final and binding on all the applicants.

2.6 Category of application i.e. owned land or registered lease land, as on the date of submission of application shall be considered final and no change in the category will be entertained.

2.7 The applicant should attach his / her recent (last 6 months) coloured photograph with application form.

2.9 Submission of new document/alteration in the application/any additional information related to the application in the already submitted application/documents in support of eligibility will not be entertained, under any circumstance. Applicants may be advised to submit their application and documents carefully in the first instance itself. However, IGL may ask for clarifications upon processing of EOIs, against which applicants would be allowed to submit their clarification. However, no new document will be admissible that causes material change in the application (like change in land address, size of land, NOCs, valuation related document, applicant type change, etc.) and no request in this case will be entertained.

2.10 Applications received after the closure of application submission date for any reason, and those without accompanying valid documents, application fee or incomplete in any respect will not be considered and no correspondence will be entertained by company in such cases whatsoever.

2.11 After the closure of application submission date as given in the advertisement the applications shall be scrutinized.

2.12 General: Further, the applicant will provide an undertaking- stating unconditional acceptance to EOI terms, various instructions issued time to time by IGL and right of IGL to call off the processing of applications of any/all stretches at any point of time, without assigning any reason, etc. Dispute resolution mechanism as suggested by IGL will be binding on the applicant.

2.13 **Change of Plot or Plot size:** No request by an applicant for a change in proposed land will be accepted.

2.14 Amendment / Modification: Company reserves its right to amend, modify, delete or add any of the above terms and conditions at their sole discretion.

3.0 Due Diligence Report

Letter of Intent (LOI) under various operating models shall be issued to eligible applicants only on receiving the “Due Diligence Report” (DDR) from IGL’s legal department for proposed sites regarding clear title and encumbrance free status.

4.0 Grievance Management System

An aggrieved applicant may send complaint related to Dealer Selection to Nodal Officer (for this purpose) of IGL along with a fee of Rs. 10,000 (ten thousand) paid through electronic mode/ demand draft in the name of “Indraprastha Gas Limited”. The complaint shall be addressed as per the Company’s Policy. However, anonymous/ pseudonymous complaints will not be entertained. The contact detail of nodal officer is as follows: The Chief Marketing Officer, Indraprastha Gas Limited, Plot No.4, Community Centre Sector-9 R.K.Puram, New Delhi-110022, Email id- kumarrajeev@igl.co.in, 011-46074616