



भारत सरकार / Government of India,
वाणिज्य एवं उद्योग मंत्रालय / Ministry of Commerce & Industry
सीपज़ - विशेष आर्थिक क्षेत्र प्राधिकरण / SEEPZ-Special Economic Zone Authority
अंधेरी पूर्व, मुंबई -400 096/ Andheri (East), Mumbai -400 096
टेलि. / Tel. : 022-28294756/01 फैक्स / Fax : 28291385
ई-मेल / E-mail: dcseepz-mah@nic.in, वेबसाइट / Website: www.seepz.gov.in



CIRCULAR NO. 08

No.SEEPZ-SEZ/ESTATE/LIFTS/409/2016-17/VOL..I /16501

Dated:28.12.2020

Subject- Processing and monitoring of tenders at SEEPZ, SEZ.

There are various types of outsourced works at SEEPZ, SEZ for which services/goods are procured by following GFRs. The goods and services are procured through GeM and in case same are not available on GeM, the process of open tendering is undertaken in a transparent manner. In order to have a proper monitoring mechanism, it is directed that:-

1. Google spreadsheet or Chart may be prepared in which all the contracts entered into by SEEPZ should be reflected alongwith date of completion so that process of new tender is initiated in a timely manner. Even after the process is initiated, the spreadsheet should be updated and monitored to keep track of any delays.
2. Each draft tender/SLA shall be duly scrutinized by concerned ADC and DDC before submitting the same to JDC, for obtaining approval of DC. Inputs from legal sections should also be taken before approval.
3. Every proposal for approval shall be submitted at least three months before the expiry of the existing contract to avoid extensions.
4. All procurements of goods or services, either through GeM or through open tender system, shall be as per GFRs.
5. Best practices being followed in other establishments regarding floating of tenders, may be adopted for improvement in the process.
6. Where the tender is possible through GEM, duration need not be restricted to one year.
7. Where ever labour is involved, minimum wages laid down by Central Govt. and State Govt. must be kept in mind.
8. During the term of contract, due monitoring will be undertaken of the contractors for initiating actions against them, if any, with due approval of competent authority, including termination where services are not to the satisfaction of SEEPZ, keeping in view the clauses in the contract.
9. Legal section shall note the objections/complaints received from time to time and modify the general clauses accordingly to mitigate difficulties.

This issues with the approval of Development Commissioner, SEEPZ, SEZ.

(C.P.S. Chauhan)

Joint Development Commissioner,
SEEPZ- SEZ.

To,

1. Dy. Development Commissioner
2. All Asst. Development Commissioner/All Dealing Hand , SEEPZ SEZ
3. Legal Section
4. DCO/JDCO
5. Guard File SEEPZ Authority
6. Computer Cell for uploading in website.