
 <p>सत्यमेव जयते</p>	<p>भारतसरकार/ GOVERNMENT OF INDIA, सीपज़- मेज़प्राधिकरण/ SEEPZ SEZ AUTHORITY, वणिज्यऔरउद्योगमंत्रालय, MINISTRY OF COMMERCE & INDUSTRY, अंधेरी)मुंबई (- 400096. ANDHERI (EAST), MUMBAI - 400096 Tel: 022-28294719/28294701, Fax: 022-28291754 E-mail: dcseepz-mah@nic.in, Website: www.seepz.gov.in</p>	
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F No. E-fnc/191/2022-EO/21990

19/12/2022

Office Order - 16/2022Subject: Standing Order for Implementation of Works in SEEPZ, SEZ

The following sequential steps and authorization shall apply for all works being implemented in SEEPZ, SEZ whether original works (Rule 130, GFR) / Repair works or minor works (Rule 130 GFR)

Step 1:

Preparation of PPR (Para 2.1 of the Manual of Procurement of Works) – This shall be done by the Technical Documentation Agency in case of works in excess of Rupees Five Lakhs and for works up to Rupees Five Lakhs (Para 3.5.9 of the Manual of Procurement of Works) – the Technical Cell can prepare the modalities for the implementation of the work by use of quotations. However, as per earlier standing instructions all works in excess of Rs 50,000/- (fifty thousand) shall be published on the Central Public Procurement Portal for implementation. Steps pertaining to Para 2.2 and Para 2.3 of the Manual of Procurement of Works relating to the Rough Cost Estimate / PPR and the acceptance and necessity and issue of in principal approval. The draft project nomenclature shall be provisioned as per the nomenclature directions on the SEEPZ, PMS (Project Management System) by the concerned sector Engineer. Reference Office Order Number 27/2021 dated March, 2021 (Project Nomenclature Circular) and Office Order Number 17/2021 dated 03.12.2021 (Sector wise Distribution of Engineers Circular) are annexed herewith for reference. Creation of the draft Project Nomenclature after due approval of the Estate Manager shall be the initial Start Date for any specific Project internally for SEEPZ, SEZ administration for time line and execution monitoring.

Step 2:

Preparation of Detailed Project Report (Para 2.2 of the Manual of Procurement of Works) shall be taken up after the PPR is approved by the SEZ Authority in case of projects greater in value than 5 Lakhs Rupees and there after the Estate Manager shall given the go ahead for the preparation of the Detailed Project report. (GFR Rule 139 shall apply for procedure)

Step 3:

After Detailed Project Report is approved by the SEEPZ, SEZ Administration subject to the provision of funds in the relevant head of account as confirmation thereof by the Finance Division of SEEPZ, SEZ (the PAO and the Chartered Accountant) to the Estate Division on

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file, the Administrative Approval thereof shall be accorded (Para 2.5 of the Manual of Procurement of works and Para 2.4) (GFR Rule 140)

Step 4:

On award of the Administrative Approval the tender for the works shall be hosted on the Central Public Procurement portal after finalization of the scope of work and the BoQ and the validation thereof in a fourfold manner, firstly, the Technical Documentation Agency and the Technical Cell with the sector Engineer taking the consent of the Senior most engineer (Chartered engineer) in the SEEPZ, SEZ technical Cell, secondly, the Public Procurement Consultant, thirdly the Third Party validation Agency and fourthly the Statutory compliance validation agency. There after the tender shall be floated and evaluated by the Works committee being the same committee as the tender evaluation committee for SEEPZ, SEZ (Para 2.5 of the Manual of Procurement of Works) and Rule 140 of the GFR.

Step 5:

Technical Sanction and approvals as per the detailed designs and detailed estimates (Para 2.6 of the Manual of Procurement of works) shall be issued and shall be the basis for the subsequent Expenditure sanction – Para 2.5 of the Manual of Procurement of works and appropriation of funds as per Para 2.7 of the manual of procurement of works/ provisions of the FRBM Act/ SEEPZ, SEZ budget manual thereof as this shall be the precursor document for the subsequent individual project related Financial sanctions

Step 6:

Award of tender- Post identification of the successful bidder steps shall be taken as per the standard process to issue Letter of Intent and for tender contract formalities and security deposit as specified in the tender conditions and there after the formal work order shall be issued to the successful bidder. The release of the work order shall be treated as the initial date for the physical execution.

Step 7:

Execution and Implementation- Execution and monitoring of works shall be as per Para 6.1 of the manual of procurement of works and detailed measurement sheets shall be maintained by the Contractor to be supervised and counter signed by the Technical Documentation Agency and there after scrutinized by the Third party validation agency and the statutory compliance validation agency. Monitoring shall include all aspects on the SEEPZ, SEZ PMS and shall be as per the modalities in Para 6.2 (Quality Monitoring) Para 6.3 (Time Monitoring) and Para 6.4 (Financial Monitoring) of the Manual of Procurement of Works. All running bills submitted for projects shall follow the same procedure irrespective with each running bill amount being an independent financial sanction order indexed to the Technical Sanction and the Expenditure Sanction. In case of escalations the provisions for cost escalations and scope expansion shall be reviewed and approved at the level of the Tender Evaluation and award committee.

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Step 8:

On completion of the works the project shall be completed and contract closure steps shall be taken with physical inspection and closure report and financial closures thereof.

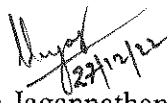
Step 9:

Financial closure shall be with utilization certificate GFR- Form 12-B shall be recorded and retained with each project and the record repository shall maintain all records sequenced thereof along with the file references for statutory audit by CAG as applicable.

The following standard operating procedure shall apply for issue of any communication for PPRs/DPRs/Technical Analysis either to Technical Documentation Agency (TDA) and/or to Third Party validation Institute (TPVI) as there is a cost component thereof and it shall be as follows,

- a. For any work related to a specific Sector the Engineer In Charge of the Sector shall issue the Official Communication with reference to the Project ID or work only after formal approval of the Estate Manager, SEEPZ.
- b. The Additional Estate Manager/Estate Manager shall maintain record of all works given to TDA/TPVI and shall reconcile all works Sector wise with the TDA/TPVI on a Monthly basis and submit a status report to the Works Committee which is the same as the Tender Evaluation Committee.

There shall be no exceptions to the above steps unless rules specifically providing for "Exception Handling" are invoked by the Competent Authority being the SEEPZ, SEZ Authority for all exception instances and the Tender evaluation committee being the executive implementation forum.



(Shyam Jagannathan)

Development Commissioner
SEEPZ-SEZ.

Copy to:-

1. Billing Section, SEEPZ-SEZ Authority.
2. Caretaker, SEEPZ-SEZ Authority.
3. Security Officer, SEEPZ
4. CA Department, SEEPZ-SEZ Authority.
5. Technical Cell, SEEPZ-SEZ, Estate Division.