

**SEEPZ SPECIAL ECONOMIC ZONE AUTHORITY
ANDHERI (E), MUMBAI – 400 096.**

**AGENDA FOR THE 21st MEETING OF THE
SEEPZ SPECIAL ECONOMIC ZONE AUTHORITY**

**VENUE :- CONFERENCE HALL OF SEEPZ SERVICE CENTRE,
2ND FLOOR, ANDHERI (E), MUMBAI – 400 096.**

ON 23rd April, 2014 AT 4.00 P.M.

MINUTES OF THE 20th SPECIAL MEETING OF THE SEEPZ SEZ AUTHORITY HELD ON 1ST NOVEMBER, 2013 AT 11.30 A.M. UNDER THE CHAIRMANSHIP OF DEVELOPMENT COMMISSIONER, SEEPZ SEZ AND CHAIRPERSON, SEEPZ SEZ AUTHORITY.

The following were present :

- 1) Shri P.S. Raman, Dy. Development Commissioner, SEEPZ SEZ. : Member
- 2) Shri Rajiv Sheth, Managing Director, M/s. Tara Jewels : Member
- 3) Shri Amar Kothari, Managing Director, M/s. Inter Gold : Member

In Attendance: 1) Smt. M. J. Kulkarni Manager (Estate)

Minutes of the Special Authority meeting held on 19th July, 2013 were confirmed.

AGENDA ITEM NO. 1 : The Annual Account of the Authority for the period 2011-12.

The Authority noted that in the Annual Accounts of 2011-12, the suggestions of the Audit Party relating to the Annual Accounts of past period i.e. 2009-10 & 2010-11 have been taken into account relating to classification of receipts. It was also noted that the increase in the receipts during 2011-12 has been due to revision of rent effective from 1-1-2012 and the rent received in respect of SEEPZ ++ premises relating to 2009-10 & 2010-11.

DECISION : The Authority approved the Annual Accounts for 2011-12.

AGENDA ITEM NO. 2 : Revision of Rent

As per the Guidelines of Ministry rent is to be revised every year and as per rent policy adopted by the Authority in the 18th meeting of the SEEPZ SEZ Authority held on 3-6-2013 the difference in the lease rent in Government premises is also to be phased out. It was also noted that at present the exporters are passing through a difficult phase and any substantial increase in the highest prevailing rent would result to hardship to the units. Keeping this in view, the proposal is not to enhance the present highest prevailing rent but to effect an increase of 20% in respect of the lowest lease rent of Rs. 630/- per sq.mt. per annum 15% to the next slab of Rs. 700 per sq.mt. per annum 10% to the slab of Rs. 860 per sq.mt. per annum and 5% to the next slab of Rs. 930 per sq.mt. per annum w.e.f. 1-1-2014. Similarly, in respect of basement premises, the proposal envisages an increase of 10% in respect of existing rent of Rs. 1320/- per sq. mt. per year and 5% in respect of Rs. 1450 per sq.mt. per year. With the above mentioned proposed increase and the rounding of the amount to the nearest 10 Rupees stage, the revised lease rent w.e.f. 1-1-2004 shall be as follows:-

SDF/G&J	Rent rate per sq.mtr p.a. as on 1-1-2011	% of increase proposed
SDF/G&J	630.00	760/-
	700.00	810/-
	860.00	950/-
	930.00	980/-
Basement	2230.00	No change
	1320.00	1460/-
Plot/SEEPZ++	1450.00	1530/-
	100.00	No change

DECISION : The Authority approved revision of rent as proposed w.e.f. 1-4-2014

AGENDA ITEM NO. 3 : Maintenance of building

The Authority noted that at present the maintenance SDF and G & J Complex buildings are carried out by SEEPZ Authority through MIDC. The proposal is to increase the lease rent in lieu of actual maintenance cost incurred by the Authority w.e.f. 1st April, 2014. However, in case the allottees in these buildings are interested in forming an Association to take up maintenance works themselves, then in that case the lease rent on account of maintenance cost would not be charged. This would facilitate efficient maintenance of the buildings by the Association.

DECISION : The Authority approved the proposal.

AGENDA ITEM NO. 4 : Setting up of an Employee Clinic, a proper crèche facility and Providing a fair price shop for employees.

It was noted that estimate for construction of a building to locate an employee clinic, a proper crèche facility and a fair price shop for employees, of Rs. 6965300/- was approved in the 9th meeting held on 14-3-2011. The MIDC has now submitted revised estimate of Rs. 8386820/- as the lowest offer received in response to tender notice published by them is 25.50% above the estimated cost.

DECISION : The Authority approved the revised estimated cost of Rs. 84 lakhs and directed that the construction of the building may be taken up and completed expeditiously.

OTHER MATTERS :

1) Providing Annual Check Up facility at the SEEPZ Dispensary in the BFC building.

The Authority was informed that the facility available in the dispensary can be further improved to provide Annual Health Check Up facility for employees of the unit as required under the Factories Act, 1947. It was noted that the Medical Officers who are on the Panel of the Directorate of Health and Safety, Govt. of Maharashtra are only authorized to carry out the Annual Check Up. It is, therefore, necessary to identify Medical Officer(s) from the Panel and to make available his/her services for carrying out Annual Health Check Up of employees of the Zone units. This will enable proper utilization of the Dispensary facility.

DECISION : The Authority directed that a meeting of the MARG and rep of some major exporters may be held and arrangements may be made to provide in the Dispensary the facility of Annual Health Check Up of employees of the Zone units. It was also directed that a facility of Chemist may also be provided in the Dispensary.

The meeting ended with a vote of thanks to the Chairman.


CHAIRMAN
SEEPZ SEZ AUTHORITY.

Agenda for the 21st Meeting of the SEEPZ Special Economic Zone Authority held on 23rd April, 2014

List of Agenda:

1. Budget for the year 2014 - 15
2. Internal Audit.
3. Annual Account for the F. Y. 2012-13.
4. Service Charges
5. M&R Expenditure for the year 2011 - 12
6. The unit has sought waiver of penalty for delay in M/s. Fine line Circuits Ltd.
7. Continuation of outsourcing of 14 Helpers and 4 Data Entry Operator : -
8. Housekeeping Contract
9. Outsourcing of Legal Consultant
10. Disaster Management plan
11. Requirement of outsourced services of an Assistant & 2 Legal Assistant in Estate section:
12. Running of Gym.
13. Outsourcing services of Liftmen
14. Annual Maintenance Contract for operation Maintenance and allied service for STP in SEEPZ-SEZ
15. Waterproofing of SDF's in SEEPZ SEZ
16. Repairs & restoration of structural members & external painting and terrace waterproofing of service centre building
17. Solid waste disposal
18. Out sourcing of Ex-serviceman security guard/ Supervisor.

**AGENDA FOR THE 21th MEETING OF THE SEEPZ SEZ AUTHORITY
SCHEDULED TO BE HELD AT 04.00 P.M. ON 23rd MARCH, 2014.**

Agenda item No. I : Budget for the year 2014 - 15.

The Budget for the year 2014-15 is an annexure "A".

Submitted for consideration of the Authority.

Agenda item No. II : Internal Audit.

**Appointment of Internal Auditor of SEEPZ SEZ Authority for the
F.Y. 2014-15.**

SEEPZ SEZ Authority has appointed M/s K. K. Naulakha & Co, a CAG empanelled CA firm, as Internal Auditor, for a period of one year from 01.04.2014.

Scope of work:

1. Income/Revenue & Expense/Expenditure
2. Receipts & Payments
3. Others / Miscellaneous
4. Capital Expenditure Audit
5. Compliance of statutory & regulatory requirements
6. Information Technology management
7. Audit of Major O & M Expenditure including staff claim

The annual auditing charges shall be Rs. 4,00,000/- (four lakhs per annum) which shall be released on quarterly basis. The internal auditing shall be carried out on completion of each quarter.

Submitted for information of the Authority.

Agenda item No. III : Annual Account for the F. Y. 2012-13.

Approval for financial statement of the Authority for the F.Y. 2012-13

The Annual Financial Statements of the Authority for the F. Y. 2012-13 is submitted for consideration and approval of the Authority.

Submitted for consideration of the Authority.

Agenda item No. IV : Service Charges.

At present, the Authority has been charging Service Charge @ Rs. 56/- per Sq. Meter Per year with affect from 2011-12. The expenditure for the common service for the year 2013-14 has been as follows:

- 1) Electricity Expenses
- 2) House Keeping Expenses
- 3) Security Services
- 4) Fire Expenses

- (i) The unit has been regular in payment of lease rent/service charges and there are no outstanding dues.
- (ii) No violation of Rules/Regulations has been observed on the part of the unit during the preceding 5 years.
- (iii) The unit has been carrying out export production activities and exports regularly.
- (iv) There has been no retrenchment of employees in the preceding 12 months period.
- (v) The DTA sale has been not exceeding 5% of Annual production.

Submitted for consideration of the Authority.

Agenda Item No. - VII : Continuation of outsourcing of 14 Helpers and 4 Data Entry Operator :-

The proposal for continuation of outsourcing arrangement of 14 helpers for the period 31.03.2014 was approved in the 17th Authority Meeting held on 26.02.2013 at the existing charges of Rs. 8,676/- per Helper.

There has been a requirement for additional 3 helpers and 4 data entry operator for the section work. Accordingly, we have outsourced the same.

The proposal is for continuation of outsourcing arrangement of 14 Helpers and 3 additional helpers & also 4 Data Entry Operator for the period upto **31.03.2015 at the existing charges @ Rs. 8,676/- per Helper & Rs. 10,662/- per Data Entry Operator.**

Submitted for consideration of the Authority.

Agenda Item No.-VIII : Housekeeping Contract :-

The Zone Administration had floated tender for cleaning contract for the year 2014-15. The Competent Authority has accepted the tender for housekeeping work subject to terms and conditions stipulated in the tender notice dt. 06.10.2013. Accordingly M/s. BVG was awarded the housekeeping contract for **Rs. 3,85,29,961/-** and to commence the work w.e.f. 04.02.2014.

Submitted for ratification of the Authority.

Agenda Item No-IX : Outsourcing of Legal Consultant :-

The Authority in its 18th Authority meeting held on 03.06.2013 extended the arrangement of outsourcing the services of Legal Consultant, Shri. R. Ashokan for a period 10.10.2014 on the same terms & conditions as mentioned

for setting up of fully equipped new gymnasium, steam, sauna, yoga, aerobics, zumba, power yoga in the premises.

M/s. Big Boss had submitted their proposal for setting up Gym which is as follows:

Equipment Investment	:	Rs. 50,000,000/- approx.
Renovation cost	:	Rs. 2,77,000/- approx.
Monthly expenses	:	Rs. 3,55,000/- approx.

Based on the breakeven point calculation they have stated as follows :-

Monthly expenses	:	Rs. 48,00,000/- per year
Investment recovery	:	Rs. 50,00,000/- per year
Profit income	:	Rs. 12,00,000/-

They have stated that they would be able to reach breakeven point. when they have 1000 members and sought concessional rent of Rs. 6.00 Lacs per annum for 2 years. On achieving the breakeven point, they are ready to pay the normal rent thereafter.

The proposal is submitted for consideration to the Authority.

Agenda Item No-XIII : Outsourcing services of Liftmen:

Considering the essential nature of lift maintenance, the services of 32 lift men have been outsourced at Rs. 8600 pm ie: annual expenditure of Rs.33,02,400/-.

Submitted for Ratification to the Authority.

Agenda Item No-XIV: Annual Maintenance Contract for operation Maintenance and allied service for STP in SEEPZ-SEZ

The MIDC vide their estimate dt. 11/12/2013 have submitted an estimate of Rs. 58,32,100 for annual Maintenance and allied service for STP in SEEPZ-SEZ. Considering the urgency of the matter, approval has been granted.

Submitted for Ratification to the Authority

members & external painting and terrace waterproofing of Service Centre building :-

The details are as follows:-

Sr. No.	Particulars	Amounts
1	SEEPZ Approval vide letter No. SEEPZ-SEZ/EMS/M&R/28/09-10/5353, dt. 12.04.2012 & 6138	Rs. 41,34,50/-
2	Estimated cost put up to tender	Rs. 34,02,928/-
3	Accepted tender (28.00% Above)	Rs. 43,55,748/-
4	Cost of additional work	Rs. 2,17,826/-
5	Probable Final Cost of work	Rs. 45,73,574/-
6	Probable escalation @ 5% (Approx)	Rs. 22,8,679/-
7	Probable cost including escalation	Rs. 48,02,253/-
8	ADD 12.5% ETP charges	Rs. 6,00,282/-
9	Total probable cost of work including ETP charges and escalation charges	Rs. 54,02,535/-
10	Amount for which Revised approval of SEEPZ required	Rs. 54,02,541/-

It may be mentioned that this office has granted approval to repairs of Service Centre Building, to amounting to Rs. 41,34,550/- Now The MIDC has sought revised approval for Rs. 54,02,541/- due to additional work i.e.: Decorative texture coating to SEEPZ service center building. Approval has been granted conveyed to the MIDC vide letter dt. 25/3/2014.

Submitted for Ratification to the Authority

Agenda Item No.-XVII: Solid waste disposal:-

In order to further streamline the disposal of solid waste, a decision was taken to have separate agency for collection of non hazardous solid waste from the premises of units and dumping the same at designated place.

Monthly tender is invited for disposal of non hazardous waste from the designated place. Further, loading of waste is also video graphed so as to ensure transparency.

Submitted for information to the Authority.

**SEEPZ SPECIAL ECONOMIC ZONE AUTHORITY
ANDHERI (E), MUMBAI – 400 096.**

**SUPPLIMENTARY AGENDA FOR THE 21st MEETING OF THE
SEEPZ SPECIAL ECONOMIC ZONE AUTHORITY**

**VENUE :- CONFERENCE HALL OF SEEPZ SERVICE CENTRE,
2ND FLOOR, ANDHERI (E), MUMBAI – 400 096.**

ON 23rd April, 2014 AT 4.00 P.M.

**SUPPLIMENTARY AGENDA FOR THE 21th MEETING OF THE SEEPZ SEZ
AUTHORITY SCHEDULED TO BE HELD AT 04.00 P.M. ON 23rd MARCH,
2014.**

Agenda item No.:

- **Construction of New Tower near plot No A-I under Aside**

SUPPLIMENTARY AGENDA

Construction of New Tower near plot No A-I under Aside

The proposal for construction of new tower with an estimated cost of **Rs. 23.40 Crores** was taken up with the Ministry. A sum of **Rs. 19.89 Crores** has been sanctioned from the Aside and the balance to be met from the Authority Fund. In order to save substantial time in construction, It is proposed to construct pre-engineered building. Accordingly, the MIDC has submitted the revised estimates for **Rs. 51.45 Crores**.

The ministry has been requested to grant the entire revised cost. However, in case sanctioned for enhanced estimate is not granted, It is proposed to meet the balance amount of **Rs. 31.56 Crores** from the authority.

Submitted for consideration.