

SEEPZ SPECIAL ECONOMIC ZONE

ANDHERI (EAST), MUMBAI.

.....
AGENDA FOR THE 41st MEETING OF THE SEEPZ
SPECIAL ECONOMIC ZONE AUTHORITY

VENUE : Through video conferencing on Webex application.

DATE : 7th August, 2020

TIME : 11.30 A.M.

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Agenda Item No.	Description
Agenda Item No. 1	Approval of the Minutes of the meeting held on 12.06.2020.
Agenda Item No. 2	Proposal for Hiring of an agency for Scanning and Digitization of old records of SEEPZ SEZ Authority.
Agenda Item No. 3	Proposal for information for allotment of vacant space.
Agenda Item No. 4	Approval for Sanction of additional 12 DEOs under Authority for SEEPZ SEZ.
Agenda Item No. 5	Proposal for Annual Accounts of SEEPZ-SEZ AUTHORITY for F.Y. 2019-20.
Agenda Item No. 6	Proposal for Implementation of the procedure for payment of lease rent.
Agenda Item No. 7	Hiring of Services of Internal Auditor for a period of year for auditing the accounts for the year 2017-18 & 2018-19 & further Extension for a year.
Agenda Item No. 8	Hiring Services of Chartered Accountant Firm for the year 2020-21.
Agenda Item No. 9	Annual Maintenance Contract for Mechanized/ Manual Cleaning work and Housekeeping Services for SEEPZ SEZ campus as well as SEEPZ Residential Complex (Govt. Quarter) for the year 2020-21.
Agenda Item No. 10	Proposal for purchase of EDI stationery for Security Gate Pass (PVC Card printing)
Agenda Item No. 11	Proposal for Hiring of Executive under Authority for SEEPZ SEZ.
Agenda Item No. 12	Proposal for Non levy of penalty for un-surrendered and expired gate passes.
Agenda Item No. 13	Proposal for implementation of Solar Power Project by MEDA and appointment of PMC @3% as consultancy Charges.

MINUTES OF THE 40TH QUARTERLY MEETING HELD ON 11.06.20
UNDER THE CHAIRMANSHIP OF DEVELOPMENT COMMISSIONER &
CHAIRPERSON, SEEPZ-SEZ AUTHORITY.

The following were present:

- | | | |
|--------------------------|---|------------------|
| (i) Shri. Devendra Singh | - | Member |
| Offy. DGFPI, Mumbai | | |
| (ii) Shri C.P.S. Chauhan | - | Member/Secretary |
| JDC, SEEPZ-SEZ | | |

Special Invitee :

- (i) Shri. Shishir B Nevatia, Director, M/s. Sunjewels Pvt. Ltd.
- (ii) Smt. Reju Kumar, Asstt. Development Commissioner, SEEPZ SEZ

The Chairperson welcomed the Members of the SEEPZ-SEZ Authority and thereafter Agenda was taken up for discussion.

Agenda Item No. 1 : Confirmation of the Minutes of the 38th Meeting held on 31.12.2019

The Minutes of the meeting held on 31.12.2019 were approved with consensus.

The Chairperson had a detailed discussion on Agenda item no. 4 of the minutes of the meeting dt. 31.12.2019, w.r.t. the AMC for passenger and freight lifts installed at SDFs and Gems & Jewellery Complex. Authority was conveyed that a detailed inspection of 15 lifts was conducted by the Electrical Engineer along with Chief Electrical Inspector, and a rough estimated cost was analyzed for change of spare parts such as VFD drive, trailing cable, rope, pulley groovers, control wiring format etc. Engineer briefed that cost of parts was not made a part of fixed tender cost as any contractor may then avoid making essential replacement hoping to finish his contract period with the minimum of parts replacement, and also because replacement of parts would have to be done by high quality parts, to minimize chances of mishap, which would require intervention of Authority engineers in finalizing brand etc of part to be replaced. The Authority was conveyed that the contract awarded to M/s. Jay Bhagwan Elevators Co. is the lowest Bidder amounting to Rs. 32,03,585/- for a year i.e. Rs. 10,84,400/- for AMC of the passenger and freight lifts and @ Rs. 21,135/- for repairs/replacement of the damaged parts, if any. It will be responsibility of the Authority Engineer to ensure that only required parts are procured by the Vendor as per the quotation given in the bid document.

12/1/6

Authority had enquired w.r.t. Agenda item no. 6 w.r.t. cleaning of gutter, drainage and sewerage lines and removal/disposal of the same within SEEPZ SEZ premises and residential complex, and it was briefed that the same is placed in the ensuing meeting. Directions of the Authority of the 39th meeting was taken care and action as directed was taken and the same was examined in detail.

Also w.r.t. Agenda item no. 8 of the meeting held on 31.12.2019 for estimate for day to day civil maintenance of the Zone and Residential Quarters, the Authority was conveyed that the said agenda is being taken in the meeting and the additional labourers if required will be deployed and payment will be made only on labour cost. Purchase of material will be strictly according to GFR. Officer handling Estate will be responsible to ensure compliance to GFR.

Agenda Item No. 2: Hiring of Vehicle for Authority

The Authority was briefed that the efforts were taken on GeM portal for selection of the agency for hiring of vehicle and on detailed examination of the technical and financial bids on GeM portal, the lowest bidder was found suitable and accordingly the contract was awarded to M/s. Sarita Travels @ Rs. 9,83,760/- for a year i.e. for providing 2 vehicles (sedan) one each for Authority and for SEEPZ Administration @ Rs. 40,990/- per month per vehicle as per Rule 149 of the GFR 2017.

After deliberation, the Authority noted the services of hiring of vehicle for Authority for a period of one year w.e.f. 03.03.2020 @ Rs. 40,990/- per month per vehicle i.e. Rs. 9,83,760/- on a yearly basis.

Agenda Item No.3: AMC for Air Conditioner Machines installed at SEEPZ Service Bldg., all 3 gates and DFC Bldg.

The Authority was apprised that the efforts were made to identify the service provider in GeM portal for annual maintenance of air conditioner machines. However, as no service provider was available, hence, action was initiated for open tendering in terms of Rule 201 of GFR 2017. On examination of the technical and financial bids, the Committee unanimously recommended the award to the deserving bidder i.e. M/s. S.K. Cool Service for a yearly contract of Rs. 1,91,660/- per year.

After deliberation, the Authority noted the AMC of Air conditioner machines installed at SEEPZ Service Centre, 3 gates and EFC Bldg. to M/s .S.K. Cool on a yearly basis @ Rs. 1,01,560/.

Agenda Item No.4:AMC for cleaning of gutters, drainage and sewerage lines within SEEPZ premises including SEEPZ Residential Complex and removal/disposal of the same.

The Authority was appraised that tender was floated on number of occasions as the Authority had not received any bids. After several attempts, on floating the tender on 19.11.2019 on website, CPP portal and wide publicity. The office had received 3 bids and on technical and financial examination, the Committee unanimously, recommended the deserving contractor viz. M/s. Prime Toll & Metal Recoveries Pvt. Ltd. for cleaning/removal/disposal of gutters, drainage and sewerage line within SEEPZ SEZ premises including SEEPZ Residential Complex @ Rs. 15.18 per kg. inclusive of applicable customs duty for SEEPZ SEZ premises and exclusive of customs duty for SEEPZ Residential Complex for a year.

After deliberation, the Authority noted the Annual Maintenance Contract for cleaning of gutters, drainage and sewerage lines within SEEPZ SEZ premises including SEEPZ SEZ Residential Complex and removal/disposal of the same for a period of one year @ Rs. 15.18 per kg. inclusive of applicable customs duty for SEEPZ SEZ premises and exclusive of customs duty for SEEPZ Residential Complex.

Agenda Item No.5: Proposal for AMC for day to day maintenance (civil/ electrical/Plumbing/carpentry/painting works etc.) for all the buildings in SEEPZ SEZ premises and SEEPZ SEZ Residential Complex.

The Authority was appraised that as per the directions in the 39th Authority meeting, tender was floated and hosted on website, CPP portal and wide publicity was also given in newspaper. The office had received 6 bids and on technical and financial examination, the Committee unanimously recommended the eligible contractor viz. M/s. Mehra Enterprises.

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10/11

After detailed deliberation, the Authority approved the proposal for day to day maintenance @ Rs. 3,68,921/- on monthly basis (for fixed employees and for additional employees payment will be made based on the requirement and the rates quoted by the Contractor to M/s. Bohra Enterprises. Also, for a particular work where additional labourers are required, same will be paid as per rates quoted by bidder in bid subject to prior intimation and approval of the Committee formed by the Authority for the specified work.

Authority directed that purchase of material will be strictly according to GFR.

Authority also directed that a daily stock register, work performance register may be maintained by the Engineer for the purchases made to monitor. On execution of the work, and based on the satisfactory report of the Committee, the said bills will be paid on actual for labour deployed, and material will be paid for as per C.R. Officer handling Estate will be responsible to ensure compliance to GFR.

Agenda Item No.6 : Proposal for AMC for Access Control Systems and CCTV cameras system.

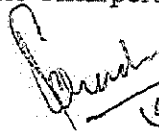
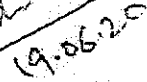
The Authority was apprised that the Access Control System and 153 CCTV installed in the SEEPZ SEZ by MIDC was stabilized and was working in Jan. 2016 and the same was maintained by them during the defect liability period. However before taking over the project from MIDC, it is seen that the CCTV cameras are not functional as on date. Presently, each and every camera is defunct.

Authority was also apprised that as per the directions of the 39th Authority tendering ports were made to identify the service provider in GeM portal for annual maintenance of Access control system and CCTV cameras. However, as no service provider was available, hence, action was initiated for open tendering in terms of Rule 201 of CrR 20174. Tenders were floated and 4 bids were received. On examination of the technical and financial bids on 01.06.2020, the Tender Committee has examined and unanimously selected M/s. MVIRTECH being the deserving eligible bidder for AMC of CCTV cameras @ Rs. 5,11,000/- on monthly basis i.e. Rs. 1,22,64,000/- for 2 years, inclusive of all costs of equipment, parts etc, with penalty clause for default in services.

The Authority was also appraised that Annual Accounts for the year 2019-20 accounts could not be finalized as TDS details could not be collected due to lockdown. However, it was decided that the Annual accounts would be finalized and taken up in the next meeting.

The Meeting ended with a vote of thanks to the Chair.

This issues with the approval of the Chairperson of SEEPZ SEZ Authority.

(C.P. Singh Chauhan)
Secretary/Off. Development Commissioner,
SEEPZ SEZ Authority

ACTION TAKEN REPORT OF AUTHORITY MEETING DATED. 12.06.2020

Sr. No.	Name of Proposal	Remark
1	Hiring of Vehicle for Authority	Work order issued to M/s. Sarita Travels @ Rs. 9,83,760/- on 04.03.2020, vide work order no. GEM/2020/B/509996 dt. 03.03.2020.
2	AMC for Air Conditioner Machines installed at SEEPZ Service Bldg., all 03 gates and BFC Bldg.	Work order issued to M/s. S.K. Cool for AMC of ductable and split Aca installed at SEEPZ Service Bldg., all 03 gates and BFC Bldg for the year 2019-20 @ Rs. 3,68,921/- p.m on 03.07.2020, vide work order no. SEEPZ-SEZ/ESTATE/RQ-NRQ/220/2017-18/VOL-I/07405 dt. 03.07.2020.
3	AMC for Cleaning of gutters, drainage and sewerage lines within SEEPZ premises including SEEPZ Residential Complex and removal/disposal of the same.	Work order issued to M/s. Prime Toll for cleaning/removal/disposal of Gutters. Drainage and Sewerage line within SEEPZ SEZ premises including SEEPZ SEZ Residential Complex for the year 2020-21 @ Rs. 15.18 per kg, vide work order no. SEEPZ-SEZ/ESTATE/GCA/449/2016-17/VOL-III/06041 dt. 15.05.2020.
4	Proposal for AMC for Day-to-Day maintenance (Civil/Electrical/ Plumbing/Carpentry/Painting works etc.) for all the buildings of SEEPZ SEZ premises and SEEPZ SEZ Residential Complex.	Work order issued to M/s. Bohra Enterprises for aAnnual Maintenance (Civil/Electrical/ Plumbing/Carpentry/Painting works etc.) for all the buildings of SEEPZ SEZ premises and SEEPZ SEZ Residential Complex @ Rs. 3,68,921/- p.m on 03.07.2020, vide work order no. SEEPZ-SEZ/ESTATE/RQ-NRQ/220/2017-18/VOL-I/07405 dt. 03.07.2020.
5	Proposal for AMC for Access Control Systems and CCTV Cameras Systems.	Work order issued to M/s. MVIRTECH for AMC of Surveillance CCTV System at SEEPZ SEZ campus for 02 years @ Rs. 5,11,000/- p.m on 29.06.2020, vide work order no. SEEPZ-SEZ/EMS/ASIDE/ACS/2013-14/VOL-I/07225 dt. 29.06.2020.

SEEPZ SEZ AUTHORITY
SEEPZ-SPECIAL ECONOMIC ZONE, Govt. OF INDIA
MINISTRY OF COMMERCE & INDUSTRY
MUMBAI

AGENDA ITEM NO. 02

A) Proposal :-

Proposal for Hiring of an agency for Scanning and Digitization of old records of SEEPZ SEZ Authority

B) Specific Issue on which decision of Authority is required :-

Approval for Hiring of an agency for Scanning and Digitization of old records of SEEPZ SEZ Authority

C) Relevant provision of SEZ Act, 2005 & Rules :-

Section 34 of SEZ Act, 2005 and Rule 7 (1) of SEZ Authority Rules 2009

D) Other Information :-

SEEPZ SEZ Authority has lot of old and current records of around 70000 nos. which is on files. The said records can be scanned and digitized so that it is easy to refer as and when required for years together. The said arrangement will help in :-

Less Storage space for preserving the documents

Reduction in overall Searching time.

Increase in productivity of processes and office personnel

Availability of the document for sending over email

Reduced turnaround time of processes

Increase control over all the important digitized documents by restricting access

The arrangement was searched in GeM and it is noticed that on awarding the work to the service provider, a space needs to be allotted to them so that they can set up the digitization and scanning facility. They will maintain a record of the document details in a log register while collecting these documents. The Service Provider shall maintain and return the documents in their original form to the Buyer. Document shall be handled with extreme care so that their chronology

is not disturbed and ensure that document maintain its original form without any damage. Any damage to the documents shall make the Service Provider liable for penalty. Service Provider shall be responsible for any damage caused by them during the process of scanning and digitization of records and ensure that all such records are repaired at their own cost and information is retrieved. The scanned documents shall be converted into any of the standard file formats such as TIFF/PDF/JPEG/RTF/ODT/PNG/GIF or other standard formats as per our requirement. The Service Provider will be responsible for quality assurance and will go through all documents to see if they are complete and legible. The Service Provider will undertake Quality Assurance processes for all aspects of processing and post-processing of records including image capture, indexing, storage and return.

On scanning all the documents all the records will be folder structure/ configuration management policy has to be followed while storing the digitized data in the DVD/ hard disk and or central storage.

The Payment should be on completion of the Digitization, Scanning and deployment of Document Management System and on the basis of the quantity of documents digitized, scanned and uploaded.

E) Recommendation:

The proposal for hiring of an agency for Scanning and Digitization of old records of SEEPZ SEZ Authority is placed before the Authority for consideration.

SEEPZ SEZ AUTHORITY
SEEPZ-SPECIAL ECONOMIC ZONE, Govt. OF INDIA
MINISTRY OF COMMERCE & INDUSTRY
MUMBAI

AGENDA ITEM NO. 03

A) Proposal :

Proposal for information for allotment of vacant space

B) Specific Issue on which decision of Authority is required :

Information w.r.t. Procedure being followed for allotment of vacant space

C) Relevant provision of SEZ Act, 2005 & Rules :

Section 31 of SEZ Act, 2005

D) Other Information :

SEEPZ SEZ Authority had identified vacant space for allotment to deserving applicants and advertisement was hosted on the website on 05.03.2020 and wide publicity was given by duly publishing in news papers inviting applications from stakeholders requesting them to apply for allotment of space based on the parameters mentioned therein latest by 18.03.2020. Vide Public Notice dt. 18.03.2020 it was communicated that due to the pandemic COVID-19, the applications cannot be opened and new date would be intimated. Subsequently, another Public Notice was issued on 17.06.2020, conveying that the applications thus received till 18.03.2020 would be opened on 01.07.2020.

The Committee thus constituted scrutinized all the 12 applications opened on 01.07.2020 based on the defined parameters. The Committee has furnished their Recommendation report on 14.07.2020 and the same was hosted on the website on 16.07.2020 with a request to the applicants to furnish their comments/suggestions if any within 15 days. As on date no comments have been received.

E) Recommendation :

The recommendation of the Committee for allotment of space is thus placed before the Authority for information.

SEEPZ-SEZ AUTHORITY
SEEPZ SPECIAL ECONOMIC ZONE, GOVT. OF INDIA,
MINISTRY OF COMMERCE & INDUSTRY,
ANDHERI (EAST), MUMBAI

AGENDA ITEM NO. 04

c) Proposal: -

Approval for Sanction of additional 12 DEOs under Authority for SEEPZ SEZ.

d) Specific Issue on which decision of AUTHORITY is required: -

Approval for Sanction of additional 12 DEOs under Authority for SEEPZ SEZ.

e) Relevant provisions of SEZ Act, 2005 & Rules, 2006/Instruction/Notification:-

Rule 9 (4) of the Authority Rules 2009.

f) Other Information: -

This is to mention that there are 07 DEOs required to attend to the Authority related matters and approved in its Authority meeting held on 30.08.2011, 23.04.2014 & 26.11.2014 in terms of Rule 9 (4) of the SEZ Authority Rules 2009.

At present SEEPZ SEZ Administration has less staff and hence the work is being executed by the outsourced staff under the supervision and guidance of the govt. staff. The 31 nos. of outsourced staff are working for Development Commissioner office and carrying out the work. Ministry of Finance vide its Office Memorandum dt. 08.04.2020, keeping in view the present situation arising out of COVID 19 and the consequential lockdown had asked the Ministry/Dept. falling under Category C i.e. Department of Commerce to restrict the overall expenditure within 15% of the Budget Estimate 2020-21 in the 1st Quarter i.e. Apr. to Jun 2020 Rs. 47,50,000/- under the sub-head of Office Expenditure. However, since Ministry of Finance had asked to restrict to 15%, the expenses under Office Expenditure has reduced to Rs. 28,50,000/- in the 1st quarter and further reduced to Rs.

24,00,00,000/- in the 2nd quarter, which makes it difficult for SEEPZ Administration to release the payment of the existing outsourced staff of SEEPZ SEZ under OE head since May, 2020.

Attention is also invited to Rule 9 (4) of the SEZ Authority Rules 2009 which stipulates that : *"Authority may engage agencies or employees on contract/outsourcing for discharge of its functions and the terms and conditions of such appointment shall be decided by the Authority and preference shall be given to outsource all works to the extend possible"*.

It is to further state that against the total 31 DEO's in SEEPZ Administration, 12 DOEs presently attending to the Administration, Accounts, Security, SEEPZ SEZ units and Labour related issues, are also doing the work related to Authority. Hence, in view of the above facts, it is proposed that in order to meet the expenses from the DC office fund, the salary for 12 DEOs of the outsourced staff, may be met from the Authority Fund against the total of 31 DEOs from the Authority Fund.

g) Recommendation :-

Approval for sanction of the remuneration of additional 12 DEOs from Authority Fund w.e.f. May, 2020.

**GOVT. OF INDIA
SEEPZ-SEZ AUTHORITY
SEEPZ-SPECIAL ECONOMIC ZONE
MINISTRY OF COMMERCE & INDUSTRY,
MUMBAI**

AGENDA ITEM NO. 05

a) Proposal:-

Proposal for approval for Annual Account for the Financial year 2019-20.

	(Rs. in Lacs)
a. Annual Income	- Rs. 6856.56
b. Annual Expenditure	- Rs. 1496.33
c. Surplus	- Rs. 5360.23

The Govt. of India, Ministry of Finance, Central Board of Direct Taxes, vide Notification dated 22.12.2017 has exempted SEEPZ SEZ Authority from payment of Income tax under Section 10 of the Income Tax Act, 1961 from the financial year 2015-16 to 2019-20

b) Specific Issue on which decision of Authority is required:-

Approval of Annual Accounts for the year 2019-20.

c) Relevant provision of SEZ Act, 2005 & Rules:-

Rule 6 (1) (iv) of SEZ Authority Rules, 2009.

d) Other Information:-

The Chartered Accountant Firm M/s. Jain V & Co. has been appointed by SEEPZ-SEZ Authority for maintenance of accounts, book keeping and preparation of Annual Accounts. The firm has prepared and finalized the Annual Accounts of the Authority. Accordingly the Annual Accounts prepared is enclosed herewith for approval.

e) Recommendation:-

The proposal of Annual Accounts for the financial year 2019-20 is placed before the Authority for consideration and approval.

SEEPZ SPECIAL ECONOMIC ZONE AUTHORITY GOVERNMENT OF INDIA
 MINISTRY OF COMMERCE & INDUSTRY, DEPARTMENT OF COMMERCE,
 SEEPZ SERVICE CENTRE BUILDING, SEEPZ SEZ, ANDHERI (EAST), MUMBAI-400096,
 MAHARASHTRA BALANCE SHEET AS AT MARCH 31, 2020

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SEEPZ SPECIAL ECONOMIC ZONE AUTHORITY GOVERNMENT OF INDIA
 MINISTRY OF COMMERCE & INDUSTRY, DEPARTMENT OF COMMERCE,
 SEEPZ SERVICE CENTRE BUILDING, SEEPZ SEZ, ANDHERI (EAST), MUMBAI-400096, MAHARASHTRA BALANCE
 SHEET AS AT MARCH 31, 2020

PARTICULARS	SCH	AS AT 31/03/2020	AS AT 31/03/2019
		Amount (Rs in lacs)	Amount (Rs in lacs)
Corpus/ Capital Fund And Liabilities			
Corpus/ Capital Fund	1	42,454.53	37,094.30
Reserves And Surplus	2	3,757.46	3,757.46
Earmarked /Endowment Funds	3	-	-
Secured Loans & Borrowings	4	-	-
Unsecured Loans & Borrowings	5	-	-
Deferred Credit Liabilities	6	-	-
Current Liabilities and Provision	7	4,662.81	4,632.44
TOTAL		50,874.80	45,484.20
Assets			
Fixed Assets (Net Block)	8	577.75	646.89
Capital Work In Progress		10,974.99	10,974.99
Investment- From Earmarked / Endowment Funds	9	32.50	32.50
Investment- Other	10	-	-
Current Assets, Loans Advances etc.	11	39,289.56	33,829.82
Miscellaneous Expenditure (To the extent not written off or adjusted)			
TOTAL		50,874.80	45,484.20
Significant Accounting Policies Notes forming part of Accounts	26 27		

Zachariah Suresh George
Senior Account officer

Harish Choudhary
Estate Manager

C.P.S Chauhan
Secretary

Dr. S K Bansal
DC-cum-Chairperson

Place: Mumbai
Date:

SEEPZ SPECIAL ECONOMIC ZONE AUTHORITY GOVERNMENT OF INDIA
 MINISTRY OF COMMERCE & INDUSTRY, DEPARTMENT OF COMMERCE,
 SEEPZ SERVICE CENTRE BUILDING, SEEPZ SEZ, ANDHERI (EAST), MUMBAI-400096, MAHARASHTRA BALANCE SHEET AS AT MARCH
 31, 2020

PARTICULARS	SCH	AS AT 31/03/2020	AS AT 31/03/2019
		Amount (Rs in lacs)	Amount (Rs in lacs)
Income			
Income From Lease Rent & Sale of Garbage	12	3,506.74	3,567.64
Grants / Subsidies	13	-	-
Income From Issue of I-Card & Entry Permit Fees	14	212.95	194.90
Income From Investments (Income On Invest From Earmarked / Endow. Funds Transferred To Funds)	15	-	-
Income from Royalty, publications etc	16	-	-
Interest earned	17	1,850.67	1,726.27
Other Income	18	1,257.82	1,490.48
Prior Period Income	19	28.38	5.19
Increase/(decrease) in stock of finished goods and WIP	20	-	-
TOTAL:- (A)		6,856.56	6,984.48
Expenditure			
Establishment Expenses	21	-	-
Other Administrative Expenses etc.	22	1,400.71	1,515.02
Expenditure or Grants, Subsidies etc.	23	-	-
Bank Charges, Interest	24	0.04	-
Prior Period Expenses	25	17.27	36.24
Depreciation :			
For the Year		78.31	87.54
Prior Period		-	-
TOTAL:- (B)		1,496.33	1,638.80
Balance Being Excess of Income over Expenditure (A-B)		5,360.23	5,345.68
Provision of Taxation (Current Year)		-	-
Provision for Taxation (Previous Year)		-	-
Provision for Taxation reversed (Previous Year)		-	-
Transfer To Special Reserve		-	-
Transfer To/ From General Reserve		-	-
Balance Being Surplus / (Deficit) Carried to Corpus / Capital Fund		5,360.23	5,345.68
Significant Account Policies	26		
Notes forming part of Accounts	27		

Zachariah Suresh George Senior Account officer

Harish Choudhary Estate Manager

C.P.S Chauhan Secretary

Dr. S K Bansal DC-cum-Chairperson

Place: Mumbai

Date:

SEEPZ SPECIAL ECONOMIC ZONE AUTHORITY GOVERNMENT OF INDIA
 MINISTRY OF COMMERCE & INDUSTRY, DEPARTMENT OF COMMERCE,
 SEEPZ SERVICE CENTRE BUILDING, SEEPZ SEZ, ANDHERI (EAST), MUMBAI-400096, MAHARASHTRA SCHEDULES
 FORMING PART OF BALANCE SHEET AS AT MARCH 31, 2020

PARTICULARS	AS AT 31/03/2020	AS AT 31/03/2019
	Amount (Rs in lacs)	Amount (Rs in lacs)
SCHEDULE 1 - CORPUS / CAPITAL FUND:		
Balance as at beginning of the year	37,094.30	31,748.62
Add/ (Deduct) : Balance of net Income / (expenditure) transferred from the Income and Expenditure account	5,360.23	5,345.68
Add Transfer from General Reserves / Profit & Loss Account	-	-
Add Capital expenditure written off now capitalized	-	-
Less :- Capital Investments written off	-	-
Sub Total	42,454.53	37,094.30
Corpus Fund - Employee Clinic	-	-
BALANCE AT THE YEAR END	42,454.53	37,094.30
SCHEDULE 2 - RESERVES AND SURPLUS :		
1. Capital Reserve		
As per Last Account	3,757.46	3,757.46
Addition during the year	-	-
Less : Deductions during the year	-	-
Less : Deductions during the year (For Previous Year)	-	-
2. Revaluation Reserve :		
As per Last Account	-	-
Addition during the year	-	-
Less : Deduction during the year	-	-
3. Special Reserve :		
As per Last Account	-	-
Addition during the year	-	-
Less : Deduction during the year	-	-
4. General Reserve/Profit & Loss Account		
As per Last Account	-	-
Addition during the year	-	-
Less : Deduction during the year	-	-
TOTAL	3,757.46	3,757.46

SCHEDULE 3 - INVESTMENT FROM EARMARKED / ENDOWMENT FUNDS		
a. Opening balance of the funds		
b. Additions to the funds:		
I. Grants / Donations		
II. Income / from investment made from funds		
c. Utilization / Expenditure towards objectives of funds		
I. Additions to the funds:		
- Fixed Assets		
- Grants released for projects		
Total		
II. Revenue Expenditure :		
- Salaries, Wages and allowances etc.		
- Rent		
- Other Administrative expenses		
Total		
TOTAL (c)		
NET BALANCE AS AT THE YEAR END (a+b+c)		

SEEPZ SPECIAL ECONOMIC ZONE AUTHORITY GOVERNMENT OF INDIA
 MINISTRY OF COMMERCE & INDUSTRY, DEPARTMENT OF COMMERCE,
 SEEPZ SERVICE CENTRE BUILDING, SEEPZ SEZ, ANDHERI (EAST), MUMBAI-400096, MAHARASHTRA

PARTICULARS	AS AT 31/03/2020	AS AT 31/03/2019
	Amount (Rs in lacs)	Amount (Rs in lacs)
SCHEDULE 4 - SECURED LOANS AND BORROWINGS		
1. Central Government	-	-
2. State Government (Specify)	-	-
3. Financial Institutions	-	-
a. Term Loan	-	-
b. Interest accrued and due	-	-
4. Banks:	-	-
a. Term Loans	-	-
- Interest accrued & due	-	-
b. Other loans (Specify)	-	-
- Interest accrued & due	-	-
5. Other Institutions and Agencies	-	-
6. Debentures and Bonds	-	-
7. Other (Specify)	-	-
TOTAL	-	-
SCHEDULE 5 - UNSECURED LOANS AND BORROWINGS		
1. Central Government	-	-
2. State Government (Specify)	-	-
3. Financial Institutions	-	-
a. Term Loans	-	-
- Interest accrued and due	-	-
b. Other Loans (Specify)	-	-
- Interest accrued and due	-	-
5. Other Institutions and Agencies	-	-
6. Debentures and Bonds	-	-
7. Other (Specify)	-	-
TOTAL	-	-
SCHEDULE 6 - DEFERRED CREDIT LIABILITIES		
a. Acceptances secured by hypothecation of capital equipment and other assets	-	-
b. Other	-	-
(Note : Amount due within one year)	-	-
TOTAL	-	-

SCHEDULE 7 - CURRENT LIABILITIES AND PROVISIONS		
A. CURRENT LIABILITIES		
1. Acceptances		-
2. Sundry Creditors		-
3. Advances Received	2,367.13	2,349.67
4. Interest accrued but not due on :	6.64	6.64
a. Secured loans / Borrowing		
b. Unsecured loans / Borrowing	-	-
5. Statutory Liabilities :		
a. Duties & Taxes		
b. Other	5.07	4.00
6. Provision for Depreciation	-	-
7. Income Received in Advance	-	-
8. Security Deposit Refundable	9.22	8.77
TOTAL	364.88	355.77
	2,752.93	2,724.85
B. PROVISIONS		
1. For Taxation		
Current Year		
Previous Years		
2. Gratuity	1,907.59	1,907.59
3. Superannuation / Pension	-	-
4. Accumulated Leave Encashment	-	-
5. Trade Warranties/ Claims	-	-
6. Other (water charges)	-	-
TOTAL	2.30	-
TOTAL :- (A+B)	1,909.89	1,907.59
	4,662.81	4,632.44

SEEPZ SPECIAL ECONOMIC ZONE AUTHORITY GOVERNMENT OF INDIA
 MINISTRY OF COMMERCE & INDUSTRY, DEPARTMENT OF COMMERCE,
 SEEPZ SERVICE CENTRE BUILDING, SEEPZ SEZ, ANDHERI (EAST), MUMBAI-400096, MAHARASHTRA SCHEDULES FORMING PART OF BALANCE SHEET AS AT MARCH 31, 2020

DESCRIPTION	GROSS BLOCK						DEPRECIATION				NET BLOCK	
	1	2	3	4	5=(1+2+3-4)	7	8	9	10	11	12	13
Particulars	Cost/ Valuation as at beginning of the year	Addition more than 180 Days	Addition less than 180 Days	Deduction during the year	Cost/ Valuation at the year end	Opening Balance	Depreciation on opening balance	On addition	Total Depreciated during the year	Closing Balance	As at the Current year end upto 31/03/2020	As at Previous year end
Land												
a) Freehold												
b) Leasehold												
Building												
a) On freehold Land												
b) On Leasehold Land												
c) Ownership Flats/Premises												
d) Superstructures on Land												
Total	812.09				812.09	467.45	34.46		34.46	501.91	310.18	344.64
Plant Machinery & Equipment												
Plant & Machinery	520.67				520.67	315.85	30.72		30.72	346.57	174.10	204.82
Vehicles	10.36				10.36	5.64	0.71		0.71	6.35	4.01	4.72
Furniture & Fixtures	27.56				27.56	10.50	1.71		1.71	12.21	15.35	17.06
Air Condition		9.17			9.17			1.38	1.38	1.38	7.79	
Office Equipment												
Computer Peripherals	33.83				33.83	27.93	2.36		2.36	30.29	3.54	5.90
Electric Installations	144.13				144.13	74.38	6.975		6.98	81.36	62.78	69.75
Other Assets												
TOTAL	1548.64	9.17	0.00	0.00	1557.81	901.75	76.94	1.38	78.31	980.06	577.75	646.89
Previous Year	1512.18	21.58	14.88	0.00	1548.64	814.21	82.93	4.61	87.54	901.75	646.89	697.97

Capital WIP		Balance as on 31/03/2020	Balance as on 31/03/2019
Construction of Tower		4571.49	4571.49
Conference Hall		35.18	35.18
Project No:INF009		10.30	10.30
Project No:INF016		0.00	0.00
Structural Repair		3343.81	3343.81
Waterproofing Treatment		2270.07	2270.07
Electronic CCTV Camera Along with Periphery		452.01	452.01
Electronic Sec Sys & CCTV Camera		292.13	292.13
TOTAL		10974.99	10974.99

SEEPZ SPECIAL ECONOMIC ZONE AUTHORITY GOVERNMENT OF INDIA MINISTRY OF COMMERCE & INDUSTRY, DEPARTMENT OF COMMERCE, SEEPZ SERVICE CENTRE BUILDING, SEEPZ SEZ, ANDHERI (EAST), MUMBAI-400096, MAHARASHTRA SCHEDULES FORMING PART OF BALANCE SHEET AS AT MARCH 31, 2020		
PARTICULARS	AS AT 31/03/2020	AS AT 31/03/2019
	Amount (Rs in lacs)	Amount (Rs in lacs)
SCHEDULE 9 - INVESTMENTS FROM EARMARKED/ ENDOWMENT FUNDS		
1. Government Securities	-	-
2. Other approved securities	-	-
3. Shares	-	-
4. Debentures and Bonds	-	-
5. Subsidiaries and joint Ventures	32.50	32.50
6. Others (To be Specified)	-	-
TOTAL	32.50	32.50
SCHEDULE 10- INVESTMENTS OTHERS		
1. Government Securities	-	-
2. Other approved securities	-	-
3. Shares	-	-
4. Debentures and Bonds	-	-
5. Subsidiaries and joint Ventures	-	-
6. Others (To be Specified) - (Ashoka Bio Green)	-	-
TOTAL	-	-

SEEPZ SPECIAL ECONOMIC ZONE AUTHORITY GOVERNMENT OF INDIA MINISTRY OF COMMERCE & INDUSTRY, DEPARTMENT OF COMMERCE, SEEPZ SERVICE CENTRE BUILDING, SEEPZ SEZ, ANDHERI (EAST), MUMBAI-400096, MAHARASHTRA SCHEDULES FORMING PART OF BALANCE SHEET AS AT MARCH 31, 2020		
PARTICULARS	AS AT 31/03/2020	AS AT 31/03/2019
	Amount (Rs in lacs)	Amount (Rs in lacs)
SCHEDULE 11 - CURRENT ASSETS, LOANS ADVANCES		
A. CURRENT ASSETS		
1. Inventories		
a. Stores and Spares	-	-
b. Loose Tools	-	-
c. Stock in trade		
- Finished goods	-	-
- Work in Progress	-	-
- Raw Materials	-	-
2. Sundry Debtors		
a. Rental Debtors		
- Outstanding for a period not more than 6 months	261.20	596.43
- Outstanding for a period exceeding 6 months	3,313.77	2,969.38
b. BMC Debtors		
- Outstanding for a period not more than 6 months	(0.62)	(25.21)
- Outstanding for a period exceeding 6 months	49.11	79.17
c. Other Debtors		
- Outstanding for a period not more than 6 months	140.72	376.54
- Outstanding for a period exceeding 6 months	435.52	123.32
d. Advance Payment made to Sundry Creditors	-	-
Sub Total	4,199.70	4,119.63
3. Cash Balances in hand (Including Cheque / drafts etc)		
4. Bank Balances		
a. With Scheduled Banks:		
- On Current accounts	508.50	447.48
- On Deposits Accounts (Fixed Deposit)	29,250.87	24,395.73
- On Saving Accounts	2.62	2.93
b. With non-scheduled banks:		
- On Current accounts	-	-
- On Deposits Accounts	-	-
- On Saving Accounts	-	-
5. Post Office Saving Accounts		
Sub Total	29,761.99	24,846.14
TOTAL	33,961.69	28,965.77

SEEPZ SPECIAL ECONOMIC ZONE AUTHORITY GOVERNMENT OF INDIA
 MINISTRY OF COMMERCE & INDUSTRY, DEPARTMENT OF COMMERCE,
 SEEPZ SERVICE CENTRE BUILDING, SEEPZ SEZ, ANDHERI (EAST), MUMBAI-400096, MAHARASHTRA
 SCHEDULES FORMING PART OF BALANCE SHEET AS AT MARCH 31, 2020

PARTICULARS	AS AT 31/03/2020	AS AT 31/03/2019
	Amount (Rs in lacs)	Amount (Rs in lacs)
B. Loans & Advances		
1. Loans :		
a. Staff	-	-
b. Other Entities engaged in activities/objectives similar to that of the Entity	-	-
c. Other (Specify)	-	-
2. Advances and other amounts recoverable in cash or in kind or for value to be received:		
a. On Capital account	-	-
b. Prepayments	-	-
c. Deposits	18.31	18.31
e. Fine & Penalty Receivable	-	-
f. TDS Receivable	496.24	494.35
g. Advance Tax/S A Tax	4,119.26	4,119.26
h. Vat Refund	0.05	0.05
3. Income Accrued		
a. On Investments from Earmarked / Endowment Fund	-	-
b. On Investments - Other (Fixed Deposits)	694.02	232.08
c. On loan and advances	-	-
d. Other (Includes income due unrealized Rs.)	-	-
TOTAL	5,327.87	4,864.05
TOTAL :- (A+B)	39,289.56	33,829.82

SEEPZ SPECIAL ECONOMIC ZONE AUTHORITY GOVERNMENT OF INDIA
 MINISTRY OF COMMERCE & INDUSTRY, DEPARTMENT OF COMMERCE,
 SEEPZ SERVICE CENTRE BUILDING, SEEPZ SEZ, ANDHERI (EAST), MUMBAI-400096, MAHARASHTRA SCHEDULES
 FORMING PART OF BALANCE SHEET AS AT MARCH 31, 2020

PARTICULARS	Current Year(2019-20)	Previous Year(2018-19)
	Amount (Rs in lacs)	Amount (Rs in lacs)
SCHEDULE 12 - INCOME FROM LEASE RENT/SALE OF GARBAGE		
1. Income From Sales:		
a. Sales of Finished Goods	-	-
b. Sales of Raw Material	-	-
c. Sale of Garbage	-	-
2. Income from Services	45.35	59.49
a. Labour and Processing Charges	-	-
b. Professional / Consultancy Sevices	-	-
c. Agency Commission and Brokerage	-	-
d. Maintenance Services (Equipment Property)	-	-
e. Lease rent	-	-
f. Guest House Charges	3453.37	3497.59
2. Dividends	8.02	10.56
a. On Shares	-	-
b. On Mutual Fund Securities	-	-
3. Rents	-	-
4. Others (Specify)	-	-
TOTAL	3,506.74	3,567.64
SCHEDULE 13 - GRANTS / SUBSIDIES (Irrevocable - Grants and subsidies received)		
1. Central Government		
a. Planned Expenditure	-	-
b. Non Planned Expenditure	-	-
2. State Government (S)	-	-
3. Government Agencies	-	-
4. Institutions / Welfare Bodies	-	-
5. International Organizations	-	-
6. Others (Specify)	-	-
TOTAL	-	-

SEEPZ SPECIAL ECONOMIC ZONE AUTHORITY GOVERNMENT OF INDIA
 MINISTRY OF COMMERCE & INDUSTRY, DEPARTMENT OF COMMERCE,
 SEEPZ SERVICE CENTRE BUILDING, SEEPZ SEZ, ANDHERI (EAST), MUMBAI-400096, MAHARASHTRA SCHEDULES
 FORMING PART OF BALANCE SHEET AS AT MARCH 31, 2020

PARTICULARS	Current Year(2019-20)	Previous Year(2018-19)
	Amount (Rs in lacs)	Amount (Rs in lacs)
SCHEDULE 14 - FEES / SUBSCRIPTIONS FROM I CARD etc		
1. Entrance Fees	212.95	194.90
2. Annual Fees / Subscription	-	-
3. Seminar / Program Fees	-	-
4. Consultancy Fees	-	-
5. BDF Processing Fees	-	-
6. Institutions / Welfare Bodies	-	-
7. International Organizations	-	-
TOTAL	212.95	194.90
SCHEDULE 15 - INCOME FROM INVESTMENTS (Income of Investment From Earmarked / Endowment Funds Transferred to Funds)		
1. Interest	-	-
a. On Government Securities	-	-
b. Other Bonds / Debentures	-	-
c. Others (Fixed Deposits with Banks)	-	-
2. Dividends	-	-
a. On Shares	-	-
b. On Mutual Fund Securities	-	-
3. Rents	-	-
4. Others (Specify)	-	-
TOTAL	-	-
SCHEDULE 16 - INCOME FROM ROYALTY, PUBLICATIONS ETC.		
1. Income from Publications	-	-
2. Income form Royalty	-	-
3. Others (Specify)	-	-
TOTAL	-	-

SEEPZ SPECIAL ECONOMIC ZONE AUTHORITY GOVERNMENT OF INDIA
 MINISTRY OF COMMERCE & INDUSTRY, DEPARTMENT OF COMMERCE,
 SEEPZ SERVICE CENTRE BUILDING, SEEPZ SEZ, ANDHERI (EAST), MUMBAI-400096, MAHARASHTRA SCHEDULES FORMING PART
 OF BALANCE SHEET AS AT MARCH 31, 2020

PARTICULARS	Current Year(2019-20)	Previous Year(2018-19)
	Amount (Rs in lacs)	Amount (Rs in lacs)
SCHEDULE 17 - INTEREST EARNED		
1. On Term Deposits :-		
a. With Scheduled Banks	1,665.28	1,374.39
b. With Non Scheduled Banks	-	-
c. With Institutions	-	-
d. Others / accrued Interest	-	-
2. On Saving Accounts :-		
a. With Scheduled Banks	0.09	0.09
b. With Non Scheduled Banks	-	-
c. Post Office Savings Accounts	-	-
d. Others	-	-
3. On Loans :-		
a. Employees / Staff	-	-
b. Others	-	-
4. Interest on Debtors and Outstanding Rent	184.46	351.79
5. Interest on SD	0.84	-
TOTAL	1,850.67	1,726.27
SCHEDULE 18 - OTHER INCOME		
1. Profit on sale / Disposal of Assets		
a. Owned Assets	-	-
b. Assets acquired out of grants, or received free of cost	-	-
2. Export Incentives realized	-	-
3. Gate Pass Fees	-	-
4. Administrative / Transfer Fees	-	-
5. Fine & Penalty Income	5.83	97.87
6. Fees for Miscellaneous Services	-	-
7. Penal Interest on Outstanding Lease Rent	-	-
8. Service Charges	841.31	873.44
9. Auditorium Charges	-	-
10. Cable Duct Rent	-	-
11. CHA Rent	-	-
12. Income - Construction of Nalla	-	-
13. Miscellaneous Income	296.61	287.15
15. Tender Fees	-	-
16. Crech Contribution Received	5.40	4.90
17. Income From Construction of Road	-	-
18. Licence Fees Income	-	-
18. Sundry Balances w/back	-	-
19. Fire cess Income	108.66	227.12
TOTAL	1,257.82	1,490.48

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SCHEDULE 19 - PRIOR PERIOD INCOME		
Administrative/Transfer Fee	-	-
Crech Contribution	2.67	7.59
Fine & Penalty	0.12	-
Fire Cess Income	0.29	-
Water charges	0.55	-
Crech Contribution	13.52	(25.79)
Rent	9.73	-
Service Charges	0.63	(5.55)
Interest	0.87	28.94
Misc		
TOTAL	28.38	5.19
SCHEDULE 20 - INCREASE / DECREASED IN STOCK OF FINISHED GOODS & WORK IN PROGRESS		
1. Closing Stock		
a. Finished Goods		
b. Work in Progress		
2. Less : Opening Stock		
a. Finished Goods		
b. Work in Progress		
TOTAL		
SCHEDULE 21 - ESTABLISHMENT EXPENSES		
a. Salaries and Wages		
b. Allowances and Bonus		
c. Contribution to Provident Fund		
d. Contribution to Other Fund (Specify)		
e. Staff Welfare Expenses		
f. Expenses on Employees' Retirement &		
TOTAL		

SEEPZ SPECIAL ECONOMIC ZONE AUTHORITY GOVERNMENT OF INDIA
MINISTRY OF COMMERCE & INDUSTRY, DEPARTMENT OF COMMERCE,
SEEPZ SERVICE CENTRE BUILDING, SEEPZ SEZ, ANDHERI (EAST), MUMBAI-400096, MAHARASHTRA SCHEDULES FORMING
PART OF BALANCE SHEET AS AT MARCH 31, 2020

Particulars	Current Year (2019-20)	Previous Year (2018-19)
	Amount (Rs in lacs)	Amount (Rs in lacs)
SCHEDULE 22 - OTHER ADMINISTRATIVE EXPENSES		
Lease Rent Expenditure-MIDC	3.95	3.95
Airtime Services	3.55	-
Bank Charges	0.05	0.08
Electricity Charges	198.18	212.03
Internet Leased Line Charges	1.01	0.99
Water Charges	54.51	71.35
Disaster Mgmt Expenses	-	-
House Keeping Expenses	307.53	284.69
Maintenance & Repairs	-123.39	277.69
Postage, Telephone and Communication Charges	-	0.05
Printing & Stationery	17.20	18.06
Traveling and Conveyance Expenses	2.19	15.52
Office Expenses	2.05	-
Guest House Maintenance Expenses	-5.96	5.42
Audit Fee (Internal, Energy and CAR Audit)	5.88	5.66
Waste Disposal Expenses	34.00	56.42
Pest Control Services	-	5.76
Creche for Children Education Fees	12.04	-
Security Services	432.62	360.68
Advertisement and Publicity	16.02	2.35
Accounting Charges	22.65	18.00
H.R.Outsourcing Charges	104.81	83.82
Legal & Professional Charges	52.73	71.32
Miscellaneous Expenses	0.40	21.18
Sundry Balances W/off	-	-
TOTAL	1,400.71	1,515.02

SEEPZ SPECIAL ECONOMIC ZONE AUTHORITY GOVERNMENT OF INDIA
MINISTRY OF COMMERCE & INDUSTRY, DEPARTMENT OF COMMERCE,
SEEPZ SERVICE CENTRE BUILDING, SEEPZ SEZ, ANDHERI (EAST), MUMBAI-400096, MAHARASHTRA SCHEDULES FORMING
PART OF BALANCE SHEET AS AT MARCH 31, 2020

Particulars	Current Year (2019-20)	Previous Year (2018-19)
	Amount (Rs in lacs)	Amount (Rs in lacs)
SCHEDULE 23 - EXPENDITURE ON GRANTS SUBSIDIES ETC.		
a. Grants given to institutions / Organizations	-	-
b. Subsidies given to Institutions / Organizations	-	-
Transport Assistance	-	-
Development of Infrastructure	-	-
Market Development	-	-
Quality Control System	-	-
TOTAL	-	-
SCHEDULE 24 - INTEREST		
a. On Fixed Loans	-	-
b. On Other Loans	-	-
c. Other	0.04	-
TOTAL	0.04	-
SCHEDULE 25 - PRIOR PERIOD EXPENSES		
Lease Rent- MIDC	-	15.78
Electricity Exp	-	1.36
Audit Fee	0.48	-
M&R exp	3.20	18.40
H.R.Outsourcing Charges	12.73	-
Printing & Stationery	0.86	-
Misc	-	0.70
TOTAL	17.27	36.24

SEEPZ SPECIAL ECONOMIC ZONE AUTHORITY GOVERNMENT OF INDIA
 MINISTRY OF COMMERCE & INDUSTRY, DEPARTMENT OF COMMERCE,
 SEEPZ SERVICE CENTRE BUILDING, SEEPZ SEZ, ANDHERI (EAST), MUMBAI-400096, MAHARASHTRA
 RECEIPTS & PAYMENTS ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2020.

RECEIPTS	2019-20		2019-20
	Amount (Rs in lacs)	PAYMENTS	
To Opening Balance b/f		Payments to Creditors :	
Cash In Hand		AMC for Software (Tally)	0.20
Bank Balance:		Air Time Services	4.11
In Current Account	447.88	Electricity Expenses	186.08
In Savings Account	2.53	Advertisement Expenses	16.34
To Government Grants Received from Government of India :		Caretaking Allowance	-
		Co-Ordinator Fees	-
		Other Allowance	-
Interest Received :		Honorarium & Phone Allowance & Caretaking Allowance	1.66
Savings Account	0.09	Accounting Charges	6.57
Receipts from Debtors :		Water Charges	57.12
Lease Rent Debtors (Units & Public Utilities)-Incl	3,464.51	Creche for Children Education	11.06
		Disaster Management Exp	-
Service Charges Debtors	838.09	Internet Leased Line Charges	0.54
Interest Debtors	173.86	Guest House Maintenance Expenses	5.67
Gate Pass	213.58	Pest Control Services	-
Garbage Sales	14.13	Telephone Charges	-
Fine & Penalty	10.96	Vehicle Hiring Expenses	2.08
Other Debtors	252.25	Energy Audit Fees	-
Property Tax	33.67	Audit Fees	-
Fire Cess Debtors	111.39	Waste Disposal Expenses	-
Creach Contribution debtors	3.75	Legal Charges	11.30
Quarter rent	2.22	Office Expenses	0.09
Other Receipts :		Housekeeping Expenses	308.72
Deposit Matured (Including Interest)	1,457.29	Printing & Stationary	16.27
Other Deposits	2.30	Security Services	474.81
Security Deposits Received	121.90	Travelling Expenses	0.88
Duties & Taxes		Professional fees	50.71
Advance Received From Debtors		Maintenance & Repairs Work	110.53
Other Receipts		Remuneration	-
		H R outsourcing works	100.12
		Electrical & Hardware Repairs	0.27
		Labour Charges	-
		Misc. Expenses	0.09
		Renewal fees of license	-
		Lease Rent Payment	3.55
		BMC Property Tax	19.22
		Investments and deposits made :	-
		Fixed Deposits	5,109.10
		Security Deposits	-
		Expenditure on fixed assets & Capital Work in	-
		Progress:	-
		Purchase of Fixed Assets	9.35
		Capital WIP	-
		Financial Charges Paid (Interest) :	-
		Bank Charges	0.05
		Other Interest	-
		Other Payments :	-
		Other Current Liabilities	0.01
		Duties & Taxes	28.67
		Security deposit refunded	103.88
		EMD refunded	-
		Fine & Penalty refunded	-
		Lease Rent Refunded	-
		By Closing Balance :	-
		Cash In Hand	-
		Balance In Banks :	-
		In Current Accounts	508.50
		In Savings Accounts	2.62
Total	7,150.39	Total	7,150.39

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SEEPZ SPECIAL ECONOMIC ZONE AUTHORITY
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MINISTRY OF COMMERCE & INDUSTRY, DEPARTMENT OF COMMERCE,
SEEPZ SERVICE CENTRE BUILDING, SEEPZ SEZ, ANDHERI (EAST), MUMBAI-
400096, MAHARASHTRA, INDIA

Schedule - 26:

SIGNIFICANT ACCOUNTING POLICIES FORMING PART OF ACCOUNTS FOR THE YEAR ENDED 31ST MARCH, 2020

1. ACCOUNTING CONVENTION

The financial statements are prepared as a going concern under historical cost convention and on an accrual basis. Accounting policies not stated explicitly otherwise are consistent with generally accepted accounting principles.

2. REVENUE RECOGNITION

Revenue is recognized on accrual basis unless otherwise stated.

3. INVESTMENTS

Investments classified as "Long Term Investments" are carried at cost. Investments classified as "Current" are carried at lower of cost and fair value. Provision for short fall on the value of such investments is made for each investment considered individually and not on the global basis.

4. FIXED ASSETS

Fixed assets are stated at cost of acquisition inclusive of inward freight, duties and taxes and incidental and direct expenses related to acquisitions and less depreciation. In respect of projects involving construction, related preoperational expenses form part of the value of the asset capitalized.

5. DEPRECIATION

Depreciation has been provided on written down value basis at the rates and in the manner provided in Income Tax Act, 1961.

6. GOVERNMENT GRANTS / SUBSIDIES

Government grants if any, of the nature of contribution towards capital cost of setting up projects or for acquisition of fixed assets, are accounted as capital reserve. Grant received in respect of specific fixed assets acquired are shown as a deduction from the cost of related assets.

Zachariah Suresh George
Senior Account Officer

Harish Chaudhary
Estate Manager

C.P.S Chauhan
Secretary

Dr. S. K. Bansal
DC-cum-Chairperson

Place: Mumbai

Date:

SEEPZ SPECIAL ECONOMIC ZONE AUTHORITY
GOVERNMENT OF INDIA
MINISTRY OF COMMERCE & INDUSTRY, DEPARTMENT OF COMMERCE,
SEEPZ SERVICE CENTRE BUILDING, SEEPZ SEZ, ANDHERI (EAST), MUMBAI-400096,
MAHARASHTRA, INDIA

Schedule - 27:

NOTES FORMING PART OF ACCOUNTS FOR THE YEAR ENDED 31ST MARCH, 2020.

1. CONSTITUTION:-

The SEEPZ SEZ Authority Mumbai was constituted under Special Economic Zone Act, 2005 under the notification issued by the Ministry of Commerce & Industry w.e.f. 1st October, 2008 for development of infrastructure and promotion of exports in the Special Economic Zone. The SEEPZ SEZ Authority has autonomous powers, regulatory independence and control, in respect of, inter alia, development of the Zone, business registration and accomplish environmental regulation, land use etc.

- 2. The Authority has vide its letter no SEEPZ-SEZ:CAG:EMS:2011-12/20196 dated 18th February, 2013 sought the approval of the Ministry of Commerce and Industry for the transfer of Fixed Assets in the nature of plots of land both commercial and residential and furniture fittings etc. of SEEPZ-SEZ in favor of SEEPZ SEZ Authority w.e.f. 1st April, 2009. Pending the approval, the rent, transfer fees and the other Income in respect thereof are collected by the SEEPZ SEZ Authority.

3. CAPITAL COMMITMENTS

Estimated value of contract remaining to be executed on capital account and not provided for (net of advances) Rs. Nil Lacs.

4. CURRENT ASSETS, LOANS AND ADVANCES

In the opinion of the Management, the current assets, loans and advances have a value on realization in the ordinary course of business, equal at least to the aggregate amount shown in the Balance Sheet.

5. FIXED ASSETS AND CAPITAL WORK IN PROGRESS (CWIP)

- a) Fixed assets comprising Land, Building & other assets which have been constructed/acquired prior to incorporation of the authority have not been transferred from SEEPZ SEZ to SEEPZ SEZ authority till date. The costs in respect of these assets are being ascertained from MIDC, necessary accounting treatment including depreciation would be done in due course. Pending accounting treatment, income accrued on these assets is being accounted consistently. During the year, no grant has been received from the Government. MIDC has constructed certain assets

under ASIDE scheme of the Government in earlier years. Out of which four projects amounting to Rs 1096.47 lacs are yet to be accounted for since handing over of assets from MIDC is yet to be done. Excess grant received over the cost incurred Rs 400.63 lacs in respect of ASIDE projects has been confirmed by MIDC for refund to Authority based on reconciliation statement received. Further CWIP includes Rs 5315.63 Lacs assets accounted in respect of 3 projects under ASIDE scheme as per claim received from MIDC. As per MIDC, these works have been completed however submission of final bills, handing over etc. by MIDC is yet to be done. Necessary accounting treatment would be done in due course after completion of formalities/reconciliation.

b) CWIP includes Rs 5649.05 Lacs in respect of following projects:

Particulars	Bills / claims submitted by NFCDC (to be verified) (Rs in lacs) (A)	Advance given to NFCDC (Rs in lacs) (B)	Contingent Liability (A-B) (Rs in lacs)	Status of work completion as on 31.03.20 as submitted by NFCDC
Structural Repairs of SDF and G&J Buildings	5235.14	3343.81	1891.33	Completed **
Waterproofing of SDF and G&J Buildings	2407.76	2270.06	137.70	Completed **
Remodeling of existing Conference Room	63.58	35.18	28.40	Completed **
Total	7706.48	5649.05	2057.43	

**Since matter is under examination with Ministry of Commerce & Industry in respect of these projects, necessary accounting treatment will be done in due course after verification of work done either by SEEPZ SEZ authority themselves or through third party and after concurrence from Ministry of Commerce and Industry. Pending above, excess of work done as on 31.03.2020 over advance given to NFCDC amounting to Rs. 2057.43 Lacs has been shown as Contingent Liability.

6. MIDC is executing various maintenance and repair works in the SEZ area on deposit contribution basis. The agency vide its reconciliation statement dated 22/01/2018 demanded Rs.1110.71 lacs on account of maintenance & repairs executed till date. Necessary accounting of expenditure has been done during FY 2017-18 based on the statement received. The agency is yet to submit the revised claims/ bills in respect of works undertaken from 2009-10 to 2017-18 as per the reconciliation statement submitted. Necessary accounting treatment would be done in due course after receipt of details from the agency and verification of expenditure by the Authority. A detailed reconciliation of all the bills received from MIDC, payment done, etc. is underway in co-ordination with MIDC officials, to ascertain the final liability, if any.

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7. TAXATION

a) The SEEPZ SEZ Authority vide notification No. S.O.4010(E) dated 22/12/2017 was granted exemption under section 10(46) of the income tax Act by CBDT. As per the Notification, lease rentals, service charges, income by way of gate pass, fine & penalty etc. & interest on bank deposits are exempt from income tax. The notification is applicable from F.Y. 2015-16 TO 2019-20. Authority has applied to Income Tax Department to amend the applicability of the said notification with retrospective effect from the date of incorporation of the Authority.

The SEEPZ SEZ Authority has applied for extension of above exemption notification from income tax under section 10(46) of the Income tax Act for financial years 2020-21 and onwards.

b) Income tax assessment for FY 2012-13 to 2016-17 has been completed. For FY 2017-18, assessment is under process. Appeal is pending for demand raised and refund with Commissioner (I.T. appeals) for FY 2012-13 to 2015-16. Revision of Income u/s 263 of Income Tax Act for FY 2014-15 is under process.

8. CONTINGENT LIABILITIES

Claims against the Authority not acknowledged as debts Rs. 2584.90 Lacs (Previous Year Rs.475 lacs)

a) Authority vide MOU dated 13/09/2011 entered in to an arrangement with Ashoka Bio Green Pvt Ltd (ABPL) for setting up of bio-mechanization project with a view to provide an ambience of clean & healthy environment. Authority has contributed deficit amount of Rs.32.50 lacs out of total project cost of Rs.90.00 lacs. In turn, Authority will get 49% of net profit of the project. M/s ABPL has abandoned the project & the project is independently being run by Authority through AviPlast who has been given the contract for operation & maintenance of Bio Gas Plant. Authority has not accepted the claim of Rs.475 lacs made by M/s ABPL. Both parties have approached High Court & High Court has appointed Arbitrators. The Arbitral Tribunal declared the Award dt. 18.12.2019 and subsequent corrigendum dt. 25.01.2020 in the arbitration proceedings and to accept the claim of the claimant amounting to Rs. 2,92,49,370/- and the counter claim submitted by Authority was rejected. The said award was challenged and a Petition under section 34 of the Arbitration and Conciliation Act, 1996 was filed before the High Court seeking a relief to set aside the Award dt. 18.12.2019..

b) Expenditure amounting to Rs.41.95 lacs in respect of 7 works demanded by MIDC since MIDC failed to execute the projects.

c) Excess of work done over advance given to NFCD amounting to Rs. 2057.43 Lacs in respect of 3 capital works.

d) Amount of Rs 10.53 Lacs claimed by NFCD on account of Repair & renovation of D-2 Bungalow in SEEPZ Residential complex. Matter is pending with Ministry

10. In respect of penalty on account of non-surrender of gate pass, process has been initiated to recover the penalty from units. Necessary accounting treatment would be done in due course. The matter is being re-visited in the light of the representation of the trade and the fact the said penal provision are not existing in other Govt. SEZs. The MOC has also directed to take up the issue in the Authority Meeting.

11. Additional disclosure under Rule 11 of "The Special Economic Zone Authority Rules, 2009"

Particulars	2019-20	2018-19
a) Estimated Opening Balance	37,094.3	31,748.62
b) Estimated Receipts under section 36(1)	-	-
(i) All sums of money, which the Central Government may, after due appropriation made by parliament by law in this behalf, provide to the Authority;	-	-
(ii) All grants or Loans that may be made to the authority under this Act	-	-
(iii) All sums received on account of user or service charges or fees or rent for the use of properties belonging to the authority;	6,856.56	6,984.48
(iv) All sums received by the authority from such other sources as may be decided upon by the Central Government.	-	-
Total of (b) estimated Receipts	6,856.56	6,984.48
c) Estimated Expenditure	1,496.33	1,638.80

12. The Authority has booked Miscellaneous Income of Rs. 76.19 Lacs, however, invoices in respect of such income are yet to be issued to the units.

13. Sundry Debtors, Loans and advances, Current Liabilities & Provisions are subject to confirmation and reconciliation. Impact, if any, on the accounts is not considered to be material.

14. Previous year's figures have been regrouped or rearranged wherever necessary.

Zachariah Suresh George
Senior Account Officer

Harish Chaudhary
Estate Manager

C.P.S Chauhan
Secretary

Dr. S. K. Bansal
DC-cum-Chairperson

Place: Mumbai

Date:

GOVT. OF INDIA
SEEPZ-SEZ AUTHORITY
SEEPZ-SPECIAL ECONOMIC ZONE
MINISTRY OF COMMERCE & INDUSTRY,
MUMBAI

AGENDA ITEM NO. 06

a) **Proposal:-**

Proposal for Implementation of the procedure for payment of lease rent

b) **Specific Issue on which decision of Authority is required:-**

Approval of Implementation of the procedure for payment of lease rent

c) **Relevant provision of SEZ Act, 2005 & Rules:-**

Section 34 2 (d) of the SEZ Act, 2005 & Rule 6 (1) (v) of SEZ Authority Rules, 2009.

d) **Other Information:-**

The Trade representative vide their communication dt. 31.07.2020 has requested that the methodology for payment of rent to be change from quarterly or six monthly to be converted into monthly basis i.e. upto 15th of every month. Trade Representation have also requested for waiver of rent to be paid during the pandemic COVID-19 and lockdown period.

Attention is invited to the MOC&I guidelines vide communication no. 2/2/87-NEPZ dt. 31.10.95 wherein it is stipulated as follows :-

2. *Rate of Penal Interest to be fixed at 12% w.e.f. 01.11.1995*
4. *Rentals to be paid in advance irrespective of the mode of payment i.e annually/quarterly/monthly as per the choice of the Units. Penal interest on default would start if the rent is overdue by 30 days irrespective of the periodicity.*

MOC&I vide communication no. 2/2/87-NEPZ dt. 28.04.2000 had also conveyed that Rent may be revised every 3 years atleast by 25% and the billing shall be on quarterly basis.

Subsequently DoC in its minutes of the meeting held on 01.05.2013 had decided that revision of rent should be done on annual basis. The procedure was being followed as per the directions of the Ministry. Accordingly the Authority in its 18th Authority meeting held on 01.06.2013 had noted the revision of rent every year

Authority in its 25th meeting held on 13.04.2015 had directed that based on the guidelines of the Ministry of 31.10.1995, the interest @ 12% will be levied on the outstanding service and BMC charges in addition to the Lease rent.

Further, Authority in its 26th Authority meeting held on 17.08.2015 had decided that monthly lease rent would be paid in advance by the Unitholders, after which simple interest @ 12% will be charged to be compounded at the end of each financial year. Accordingly circular dt. 16.09.2015 was issued to the Unitholders to pay in advance failing which interest @ 12% p.a. will be leviable.

Based on the request of the Unitholders and the directions of the Ministry of 31.10.1995, it is proposed that, Bills may be issued on quarterly basis and the rent to be paid in advance latest of 10th of the same month, failing which interest will be leviable @ 12% p.a.

e) Recommendation:-

The proposal for Implementation of the procedure for payment of rental dues is placed before the Authority for consideration and approval.

No. 2/2/87-NEPZ
Ministry of Commerce
EPZ Section

409
14/11/95
New Delhi, 31st Oct, 95

Dev. Commissioner,
SEEPZ/KAFIZ/NEPZ/CEPZ/NEPZ/FEPZ/VEPZ

Subject:- Implementation of the Report of the Committee on determination of rent structure and connected matters for EPZs.

Sir,

I am directed to say that the Report of the Committee on determination of rent structure in EPZs has been under consideration of the Govt. for some time. The Govt. has now decided to accept the recommendations of the Committee with some minor modifications. The decisions on the operative portion of the recommendations of the Committee are indicated below for your information and necessary action:

1) Revision of rent:

The Govt. has decided to accept the recommendation that revision of rent should be made every three years instead of five years, as at present, on the basis of FR 45(B). The rentals should be refixed w.e.f. 1.1.96 for all Zones, irrespective of the period elapsed since last refixation, and rent refixation will thereafter become due on 1.1.98.99.

2) Penal rate of interest of rental arrears:

It has been decided that the rate of penal interest be fixed at 12% with effect from 1.11.95.

3) Problems of rental arrears:

1) Rental liability/interest in respect of paper possession cases would cease to operate after cancellation of allotment and re-occupation of the plot/SDF by the Zone.

2) It has been decided to authorise DCs to set off monthly recovery of rentals and arrears proportionately provided arrears are repaid in not more than 12 instalments. Such cases may be reported to the Ministry with orders of the Dev. Commissioner concerned for record.

3) When there is no possibility of recovery of rentals or arrears, then DCs may move for write off of the same to the Ministry with full justification indicating the principal and interest.

OFFICE
SEEPZ
14/11/95

interest separately.

iv) In debanding cases, if entrepreneurs are willing to repay the arrears at one go, DCs may move the Ministry to write off the penal interest provided it is below Rs. 50,000/.

4) Collection of rents

Rentals should be paid in advance irrespective of the mode of payment i.e. annual/quarterly/monthly as per the choice of the units. Penal interest on default would start if the rent is overdue by 30 days irrespective of periodicity.

5) Concessional rent to Zone amenities:

The Govt. has decided to accept the recommendation of the Committee that concessional rent for Zone amenities as at present be levied only for a period of five years from the date of grant of such concessions. For facilities, such as canteens and creches, the concessional rent may continue perpetually in case the prices charged are fixed in consultation with the DC.

6) Format of the lease deed:

It has been decided to accept the suggestion of the Committee that format for executing lease deed should be adopted uniformly by all the Zones. In this connection, please find enclosed lease deed for plots/SDF finalised in consultation with Man. & Law for the Zones at Cochin, Falta, Madras and Noida for adoption by KMFZ, SSCPZ and VEPZ.

7) Privatizing maintenance of Zone SDFs:

The Government has decided to accept the suggestion of the Committee regarding privatisation of maintenance of Zone SDFs and the maintenance may be carried out by the units themselves on an experimental basis. This may be introduced from the next financial year with corresponding reduction on this account from the budget of the Zone. DCs may draw up the details in consultation with the Zone entrepreneurs concerned and send their proposals to the Ministry well in time.

This issues with the approval of Finance Divn vide their UO No.2168/FD/95 dt.30.10.95.

Yours faithfully,

KK Vijayan
(KK Vijayan)
Under Secretary

No. 2/2/87-NEPZ
Government of India
Ministry of Commerce and Industry
Department of Commerce
(EPZ Division)

New Delhi, the 28th April, 2000.

To
Development Commissioner
SEEPZ/KAFTZ/NEPZ/MEPZ/CEPZ/FEPZ/VEPZ.

Subject: Rent structure in EPZs - Reg.

Sir,

I am directed to refer to Item No. 4 of the minutes of general points discussed at the time of BOA meeting on 7.4.2000 under the Chairmanship of Additional Secretary, on the subject cited above. You are requested to kindly take necessary steps to implement the following decisions taken in the matter:

Type of Activities	Rent to be charged
Bank, warehouse/custom house agent/courier.	10% of the rent charged on SDF/plot, as the case may be.
Post Office.	1% of the lowest rent on SDF.
Canteen.	The rate decided in auction if the canteen is run on commercial lines. If it is run as a welfare measure and the rates are fixed in consultation with DC, 1% of the lowest rent on SDF.
Creche.	Token rent of Rs. 1/- p.a.
Rent concession to FEPZ/VEPZ.	It was noted that FEPZ/VEPZ is now receiving encouraging entrepreneurial response and a stage has come to discontinue the extended rent concession. This would also introduce uniformity.

2. Rent may be revised every 3 years atleast by 25%. Billing shall be on quarterly basis.

Yours faithfully,

(Amita Prasad)
Director

EM
28/4/00

No. D. 12/26/2012-SEZ
Government of India
Ministry of Commerce & Industry
Department of Commerce
(SEZ Division)

Udyog Bhawan, New Delhi
Dated the 14th May, 2013

All Development Commissioners
Special Economic Zones

Subject: Review of Issues relating to SEZs with Development
Commissioners: Minutes of the meeting regarding

Sh/Madam,

I am directed to forward a copy of the minutes of the meeting held on 12th May
2013 under the Chairmanship of Additional Secretary (Shri Madhusudan Prasad) on
the above mentioned subject for information and necessary action.

Encl. As above

Yours faithfully,

(Kabir Sabar)
Under Secretary to the Government of India
Tel: 011-2308-2468

Copy to: PPS to AS/MP/PPS to JS(RA)/PS to Dir(SS)/PA to US(SS)
Copy for information to: EPO for EOUs & SEZs

7/31/2020

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**Minutes of the meeting of Development Commissioner, SEZ, Jammu
Additional Secretary, Jammu**

A meeting was convened under the Chairmanship of the Development Commissioner, SEZ, Jammu, with the Additional Secretary, Jammu, with the Development Commissioner, SEZ, Jammu, on May 1, 2013 to discuss various issues related to Special Economic Zones. A list of issues and decisions taken are as follows:-

Item 1: In the meeting the discussion JG(IA) briefly explained the non-compliance issues by PNB on 10.4.2013 on SEZ returns. Thereafter, the proposed amendments to SEZ rules, 2006 prepared on the announcement made on the SEZ returns were discussed at length. Participating in the discussion DCs have suggested certain changes to the proposed draft amendments. These suggestions have been taken into account and may be carried out in the draft amendment proposal accordingly.

Item 2: Follow up action taken by DCs on the decision conveyed vide letter dated 25th April, 2013 to check the alleged fraudulent activities being undertaken in some SEZs in the name of Import of Metallized Gold.

All DCs have reported that the decision conveyed vide letter dated 26th April, 2013 relating streamlining of regulatory mechanism for SEZ units dealing in Gold manufacturing of Gold Medallions have been implemented in their respective Zones. Further, the issue of value addition norms to be fixed for SEZ units carrying out manufacturing involving gold was discussed. DC, MSPZ has suggested that value addition norms already prescribed in the Chapter 4A.2.1 of the Hand Book of Procedures (vol.1) 2008-14 may be adopted in SEZ.

Decision: After deliberations it was decided that the following value addition norms as prescribed in the Chapter 4A.2.1 of the Hand Book of Procedures (vol.1) 2008-14 may be adopted for SEZs units, engaging in manufacturing involving gold:-

Sl. No.	Item or Export	Minimum Value Addition
(a)	Plain gold Jewellery and Articles and ornaments like Mangalsutra containing gold and Black beads, imitation stones, except in eluded form of Jewellery.	3%
(b)	All types of Eluded gold Jewellery and articles thereof.	5%

Issuance of Registration-cum-Membership Certificate (RCMC) by EPCEs. Status of membership of EPCEs by units/developers of SEZ/EOU was reviewed. It was observed that the total membership received so far is very low. All DCs have informed they have already initiated steps for obtaining membership of EPCEs by developers of SEZ/EOU. AS(MP) stressed that more efforts may be made by all DCs to increase the enrollment of membership of the EPCEs by units/developers.

Item 4: Policy on transfer or alienation of land held by Govt. and Govt. controlled statutory authorities:

On this issue all Development Commissioners have individually presented the status of the vacant posts available in their Zones and also informed the practice being followed for transfer of land/plot in the concerned States. It was observed that different procedures are being followed in different Zones keeping in view guidelines/procedure followed in their respective states. Further transfer charges are also not being levied in some Zones. Some DCs have pointed out that it may not be possible to follow these conditions in all Zones uniformly due to a variety of reasons including difference in types of plots/lots available in different zones, different terms of lease etc.

Decision: After deliberations, it was decided that the transfer charge should be levied by all SEZs. Further grant of a lease of land to units and/or allotment of SDF shall be on a transparent manner including competitive bidding methodology among the eligible bidders. It was also decided that revision of rent should be done on annual basis.

Item 5: Review of in-principle formally approved and notified but not operational SEZs. It was observed that proposals for cancellation of SEZs whose LOA has been expired and Developer has not sought further extension have been sending by DCs without proper examination. It was informed that cancellation of SEZ proposals may be broadly categorized as in-principle approval granted and formally approved/notified but not operational. Before sending cancellation of SEZ proposals to the Department for consideration, each proposal should be examined thoroughly by DCs and send the proposals in the prescribed format along with their clear recommendation to the designated email ID created for BOA agenda so that the same may be placed before the next meeting of BOA scheduled to be held on 7th June, 2013 for consideration.

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MINUTES OF THE 18TH MEETING OF THE SEEPZ-SEZ AUTHORITY HELD ON 03.06.2013 AT 3:00 P.M. UNDER THE CHAIRMANSHIP OF DEVELOPMENT COMMISSIONER, SEEPZ-SEZ AND CHAIRPERSON, SEEPZ-SEZ AUTHORITY.

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- Present 1. Shri P.S.Raman : Member
Secretary
2. Dr. Ramesh : Nominee of Zonal Addl. DGFT
- In attendance 3. Shri Y.B.Baghel
(Asstt. Development Commissioner)

Minutes of the 17th meeting held on 26.02.2013 were confirmed.

Agenda Item No.1: Providing new access to SEEPZ Service Centre premises and providing chain link fencing around the premises

It was noted that for administrative convenience, the proposal is for isolating the SEEPZ Service Centre bldg, BFC bldg. and Bank bldgs., from the processing area of the Zone, by providing a separate entry/exit gate and erecting suitable wall to separate these buildings from the processing area. It was also noticed that estimated expenditure for the work is Rs. 82,31,600/- as per estimate submitted by MIDC.

Decision: The Authority approved the proposal.

Agenda Item No.2: Creche facility

It was noted that crèche facility is to be provided by the employer as per the Factories Act, 1947 wherever is 30 or more women are employed. Considering the space constraints in SEEPZ-SEZ, it is not practically possible for providing space for crèche facility for each unit and therefore, the common crèche facility has been considered necessary. It was further noted that due to increase in the number of children in the crèche and also due to the need for granting wage increase to the persons employed in the crèche, Stree Mukti Sangathana has sought enhancement in the quarterly amount from the existing Rs. 1,20,000/- to Rs. 1,50,000/-.

The Authority noted that so far an amount of Rs. 8,37,426/- has been spent from the Authority Fund for running the crèche facility against which a sum of Rs. 5,16,750/- has been received as contribution from some of the employers. The remaining employers have been reminded and the progress of recovery is being monitored. It was noted that the contribution from the employers should come in time and regularly so that the operational expenses of the crèche facility is met from the same.

Decision:

1. The proposal to enhance the quarterly amount from Rs. 1,20,000/- to Rs. 1,50,000/- w.e.f. 01.04.2013 was approved.
2. It was directed that as providing crèche facility is mandatory on the part of the employer, it is necessary to open a separate bank account for depositing contributions of the employers and for meeting the operational expenditure for running the creche facility. It was directed that this issue may be examined and suitable proposal may be submitted in the next meeting of the Authority.
3. The recovery of expenditure already incurred from the Authority fund for running the crèche facility should be monitored and the progress thereof should be submitted in the next meeting of the Authority.

.....2/-

Agenda Item No.3: Continuation of Gym Facility with 50% discount rent

The Authority noted that an area of 230.83 sq.mtrs. has been provided for Gym facility in the BFC bldg as a part of common infrastructure. This facility was allotted to M/s. D.K. Hospitality and the Gym became operational w.e.f. 02.07.2011. The rent applicable to the BFC bldg is @ of Rs. 44/sqft/month apart from service charges of Rs. 56 sq. mtr per annum. Concession of 50% in rent as well as service charges were granted to M/s. D.K. Hospitality for a period upto 31.02.2012. in order to facilitate effective running of the Gym facility. Therefore, it was decided to charge full rent and service charge w.e.f. 01.04.2012.

It was noted that M/s. D.K. Hospitality vide their letter dated 25.02.2012 has requested to re-consider grant of concessional rent and service charges as they have been suffering loss in running the facility. They have also stated that they are not in a position to manage the Gym at the present rental charges and have served 30 days termination notice with the request to terminate the contract-w.e.f. 30.04.2013. The proprietor of M/s. D.K. Hospitality was granted a personal hearing before the Authority, during which he submitted that at present, the monthly expenditure for running the Gym facility works out to Rs. 2,53,497/- as against the monthly income of Rs. 1,55,799/-, thereby suffering a loss @ Rs. 97,698/- per month. He further submitted that he is making all the possible efforts to increase the membership by contacting the units and also by providing modern equipment in the Gym. He submitted that the 50% concession in rent as well as service charges needs to be refunded from 01.04.2012 onwards till the membership level improves to the extent of generating finance to wipe out the loss.

Decision: Considering that the Gym has been created as part of infrastructure of the Zone for benefit of employers/employees of units, the Authority approved grant of 50% concession in rent as well as service charges w.e.f. 01.04.2013 for a period of one year i.e. upto 31.03.2014. The request for grant of concession retrospectively from 01.04.2012 onwards was not agreed to.

Agenda Item No.4: Extension of tenure of appointment of Shri R.Asokan, Legal Consultant

The Authority noted that the present arrangement of outsourcing services of Legal Consultant, Shri R.Asokan (who is Sr. Govt. Counsel in the Panel of Law Ministry) is for the period upto 10.10.2013 and the proposal is to extend the arrangement for further period of one year w.e.f. 10.10.2013 on the existing terms and conditions.

Decision: The Authority approved the proposal.

Agenda Item No.5: Draft Exit Policy and Rent Policy

It was noted that the draft Exit Policy for units located in SEEPZ SEZ in SDF VII, Towers I & II of SEEPZ++, multistoried building (allotted to units by recovering cost) and self built factories on plots in SEEPZ SZ or part thereof and Rent Policy formulated by the Authority was hosted on the website of the Zone on 27.05.2013, and an e-mail was sent to the SEEPZ units on the same day informing the hosting of the draft policy on the website of the Zone and also inviting suggestions, if any, in the matter to be submitted by 31.05.2013.

It was also noted that SGJMA sought extension of time of one month for furnishing their suggestions. Three banks, SEEMA and five units have furnished their suggestions.

It was noted that the suggestions received were broadly the following:

1. The area of premises should be specified in carpet area instead of built up.
2. In respect of self built factories, the reserved price should be higher depending on the quality of construction, investment in interiors etc.
3. The present six differential rent slabs in respect of premises in Govt. SDFs may be removed over a period of six years and thereafter a 50% rent subsidy may be given to electronics hardware sector.
4. Rent increase be graded based on year of construction, condition of bldg, investment at the time of construction.
5. The banks suggested that SARFAESI auction procedure should be specified.
6. Reserved price should be comparable from market price ascertained from the Govt. Valuer.

It was noted that the above suggestions in the suggested procedure in the draft policy, i.e. while bidding for the premises, the prospective bidder usually inspects the premises and quotes based on the usable area, quality of construction, facilities available in the premises, market price for similar facilities available outside, etc. As regards the suggestions received from the banks, it was noted that possession of the premises, either symbolic or physical, is with the concerned bank under the SARFAESI Act, the bank could apply to the Authority for considering auction of the premises for which the procedures stated in the Exit Policy is considered adequate.

Decision: The Authority approved the Rent Policy as well as Exit Policy as mentioned below: —

The unit holders in SDF-VII, Towers I & II of SEEPZ++, multistoried building (allotted by recovering cost) and self-built factories on plots in SEEPZ SEZ or part thereof shall be allowed to exit and receive compensation in accordance with the guidelines issued by Authority from time to time. The compensation shall be paid directly by the new allottee in accordance with the procedure/guidelines issued from time to time. The selection of the new entrepreneur shall be on the basis of following criteria:-

1. Export projections
2. Investment envisaged
3. Employment envisaged
4. Premium offered over and above the reserve price
5. Priority sector declared by the Authority
6. Any other criteria declared by the Authority from time to time.

The preference, however, shall be given to the criteria which meet the objectives of SEZ Act/Rules.)

Rent Policy

1. Rent will be uniform for all Govt. built SDFs.
2. Difference in lease rent in different SDFs shall be removed in a phased manner.
3. Rent shall be liable for revision every year. ✓
4. The new allotment shall be at the highest prevailing rate of Govt. built SDFs.
5. The allottees shall be liable to pay penal rent in case of failure to meet the projections or keeping the space vacant.

The guidelines alongwith Exit Policy and Rent Policy displayed at website, for inviting suggestions shall be suitably modified in accordance with above policy.

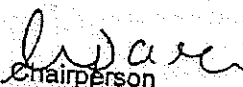
Agenda Item No.6: Bio-Methanization plant in SEEPZ SEZ

The Authority noted that the plant has been conceived with the objectives of disposal of bio-degradable waste and supply of gas generated out of the waste to restaurants/units in the Zone. It was noted that the estimated expenditure for the project is Rs. 90.00 Lakhs, out of which Rs. 32.50 Lakhs has been the contribution from the SEEPZ Authority, Rs. 28.57 Lakhs as promoter's contribution from M/s. Ashoka Bio Green and Rs. 21.75 Lakhs as grant from MN&RE. It was noted that the present status of the project is as follows:

- Though the project was commissioned on 25.07.2012, the MN&RE vide their letter dated 21.12.2012 has held the view that the grant sanctioned by them is for demonstration of integrated technology-package on medium-size bio gas fertilizer plants for generation, purification and bottling of biogas, which has not been implemented. MN&RE has therefore cancelled the grant sanctioned for the project.
- M/s. Ashoka Bio Green have discussed with MN&RE their proposal to implement the project as per the terms and conditions specified in their sanction. M/s. Ashoka Bio Green have to furnish schedule of implementation in this regard which needs to be submitted to MN&RE through DC, SEEPZ-SEZ, for considering restoration of grant.
- The existing availability of the canteen waste is not adequate to feed the plant and therefore other bio-degradable waste such as dry leaves, lawn cuttings etc. will have to be used after necessary pre-treatment for feeding the plant. Since the extent of gas generation from the mixed bio-degradable waste is not certain, the promoter has come up with the suggestion to treat the plant as for disposal of waste since commercial gas expected to be generated is negligible.
- The promoter during discussion stated that the plant needs to be recharged with fresh culture and thereafter they can hand over to SEEPZ.

Decision: The Authority directed that the plant needs to be commissioned as per the conditions specified by the MNRE in their grant sanction letter dated 10.02.2011, so that the plant becomes eligible for getting release of the sanctioned grant (which has now been cancelled and will require restoration based on compliance by the promoter of the conditions specified by MNRE). It was directed that review of the MOU between the Authority and the promoter can be considered after the plant is fully commissioned and release of the MNRE grant for the project.

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


Chairperson
SEEPZ-SEZ Authority.

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MINUTES OF THE 25TH MEETING OF THE SEEPZ SEZ AUTHORITY HELD ON 13TH APRIL, 2015 AT 11.30 AM UNDER THE CHAIRMANSHIP OF DEVELOPMENT COMMISSIONER, SEEPZ SEZ AND CHAIRPERSON, SEEPZ SEZ AUTHORITY.

The following were present:

- 1) Shri P.S. Raman- Member
Joint Development Commissioner
- 2) Shri. K.K. Srivastav - Secretary
- 3) Shri. Abhay Doshi, (MD)- Member Representating Trade
M/s. Fineline Circuit Ltd.
- 4) Shri. Prem kumar L. Kothari, (CMD)- Member Representating Trade
M/s. Fine Jewellery Manufacturing Ltd.

In Attendance:

- 1) Smt. M.J. Kulkarni
Astt. Development Commissioner

Minutes of the meeting held on 13th April, 2015 were confirmed.

Agenda item No. 1 Gate Pass will be delivered only after receipt of the payments:

Authority noticed that some of the unit holders have not made the outstanding payment of gate passes. As per Circular no. 02/2005 dated 13.04.2005 of this office payment of gate passes should be made in advance before issuance of gate pass. The CAG Audit has observed that the requirement of advance payment should be strictly adhered to. Accordingly, it has been decided that w.e.f. 1.4.2015 gate pass will be issued only against advance payment.

Based on the average requirement of gate pass for the previous year, the units shall deposit amount equivalent to one month's gate pass requirement by way of Demand Draft drawn favour of 'SEEPZ-SEZ Authority Fund' and gate pass charges will be debited as per actual issue of gate passes. As and when the deposit is exhausted/ fully utilized, the unit shall make fresh deposit and without advance payment, gate passes shall not be issued w.e.f. 1.4.2015.

Decision: Trade representative informed that it is instead of submitting DD for each to and every gate pass. It would better maintain credit balance with the Authority. After detailed discussion it was decided that gate passes will be issued either against DD or credit balance maintained by units.

Agenda item No. II: Budget for the year 2015 - 16.

Decision: The Authority approved the Budget for the year 2015-16.

Agenda item no. III: 12% interest will be charged on outstanding of Lease rent, Service Charge and BMC charges

The Authority noted that as per Ministry's Circular no. 2/2/87 NEPZ dated 31st October, 1995 the rate of penal interest be fixed at 12% with effect from 1.11.1995. This office is charging 12% interest on outstanding of lease rent only. It is proposed to charge 12% interest will be charged on outstanding of Service Charge and BMC charges also.

Decision: The Authority approved the proposal to charge 12% interest on outstanding of Service Charge and BMC charges.

Agenda item No.IV : Rent Revision for the Financial Year 2015-16

After detailed deliberation it was decided to reduce no of slabs to 4 of. Hence rent was approved as under:

Rate (2014-15)		Revised Rate per sq. mtr. p.a. (2015-16)	
760		1100	
810		1100	
860		1100	
950		1100	
980		1100	
1030		1600	
1320		1600	
1450		1600	
1940		2350	
2230		2350	
BASEMENT			
1460		1600	
1530		1600	
TOWER I	100	No Change	
TOWER II	100	No Change	
PLOTS	100	No Change	
BANKS	100	No Change	
TATA POWER	100	No Change	
BEHIND G&J	100	No Change	
ASHOKA	100	No Change	

MINUTES OF THE 26th MEETING OF THE SEEPZ SEZ AUTHORITY HELD ON 17th August, 2015 AT 11.30 AM UNDER THE CHAIRMANSHIP OF DEVELOPMENT COMMISSIONER, SEEPZ SEZ AND CHAIRPERSON, SEEPZ SEZ AUTHORITY. (5)

The following were present:

- 1) Shri V.P. Shukla- Member
Estate Manager/ DDC
- 2) Shri. Abhay Doshi, (MD)- Member Representating Trade
M/s. Fineline Circuit Ltd.
- 3) Shri. Prem kumar L. Kothari, (CMD)- Member Representating Trade
M/s. Fine Jewellery Manufacturing Ltd.

Minutes of the meeting held on 17th August, 2015 were confirmed.

Agenda No. I: Concession of rent on Dental clinic facility

The Authority that it is welfare activity and the facility is used by the employees of Zone units and that concessional tariff is being provided by the clinic. Considering, the justification furnished in their representation dated 29.09.2014, the Authority observed that concessional lease rent may be granted for a five years to provide stability of business setup.

Decision: The Authority approved grant of rent concession to the extent of 50% w.e.f. 1.12.2014 for a period of 5 years, Performance of clinic would be reviewed every year and rent may be revised on the basis of performance.

Agenda No. II: Concession of lease rent to Indian Coffee Workers' Co-op. Society Ltd (ICH).

ICH vide letter dated 29.06.2015 has requested for the waiver of rent on the ground that they are incurring loss in the business and providing concessional food for the poor section of the workers. They have also stated in there letter that rent amount itself will cost them heavily.

extension the contract of M/s. Vasundhara for Solid Waste for 1 year w.e.f 155
5.2.2015 with the same terms and conditions.

Agenda IX: Extension of contract of M/s. BVG

The proposal was for extension of M/s. BVG's contract period for a further period of six month i.e from 1st May, 2015 to 31st October, 2015.

Decision: The Authority approved the continuation of the contract for six month i.e from 1st May, 2015 to 31st October, 2015, with the same terms and conditions.

Agenda Item No-X : Renewal of Legal Advisor Contract

The Authority noted that the services of Legal Advisor have been extension for attending the various Court matters.

Decision: The Authority approved the services of Dr. Kaushik as Legal Advisor for 11 month w.e.f 16.08.2015 to 15.06.2016. @ Rs. 1500/- p.m. as conveyance allowance and remuneration @ Rs. 69,060/- PM. As regards eligibility while on official tour Dr. Kaushik will be eligible for economy class travel by Air India and Rs. 4,500/- per day for Hotel Accommodation and actual local conveyance for visit to Delhi.

Agenda Item No-XI : Monthly Lease rent in advance

It was earlier instructed that to take the rent in advance. It is proposed that unit may be allowed to deposit rent on monthly/quarterly/half yearly/yearly basis. However, the interest should be charged if unit fail to pay the rent in advance for one month and treating the frequency as monthly payment.

Decision: After the detailed discussion the Authority approved monthly lease rent in advance, after which simple interest @ 12% will be charged to be compounded at the end of each financial year.

**SEEPZ SPECIAL ECONOMIC ZONE AUTHORITY
GOVERNMENT OF INDIA
MINISTRY OF COMMERCE & INDUSTRY
MUMBAI**

AGENDA ITEM NO. 07

A) Proposal:

Proposal for Hiring of Services of Internal Auditor for a period of year for auditing the accounts for the year 2017-18 & 2018-19 & further extension for a year

B) Specific issue on which decision of Authority is required:

Approval for hiring of services of Internal Auditor and further extension for a year

C) Relevant provision of SEZ Act, 2005 & Rules:

Section 34 of SEZ Act, 2005 and Rule 7 (1) of SEZ Authority Rules 2009.

D) Other information:

The Proposal for hiring of Services of Internal Auditor for a period of year for auditing the accounts for the year 2017-18 & 2018-19 & further extension for a year was placed before the 37th Authority Meeting held on 24.10.2019. After deliberation, the Authority noted the hiring of services of Internal Auditor. However the Authority had directed Sub-Committee may be constituted headed by Shri. R. Devendra Singh, Dy. DGFT, including Jt. DC, Estate Manager and Pay & Accounts Officer to examine the manner in which the Internal Auditor and CA had functioned in the past 2 years and to see if any improvements in efficiency are possible or if outcomes could be achieved in the optimum level.

As per the directions of the Authority a Committee was constituted headed by Dy. DGFT and the members. The Committee had met on 20.01.2019 and had gone through the Internal Audit report submitted for the financial year 2017-18 & half yearly report of 2018-19. It is seen that the books of accounts, ledgers maintained by the Chartered Accountant of the Authority was verified by the Internal Auditor and had noticed the corrective measures for improvement in the accounting of SEZ Authority.

The Committee observed that the Internal Auditor has done an elaborate examination of the audit of the SEEPZ Authority accounts and the report itself is self explanatory. The Committee on analyzing the report relating to the functionality of the Authority felt that it is beneficial for the organization for appointment of an Internal Auditor and as per the scope of work, they have ensured and evaluated the accounts.

Committee also felt that the services of the existing Internal Auditor can be extended as per the work order for a further period of one year only @10% escalation of their charges. However, if their work is not found satisfactory, the Authority reserves the right to terminate the services of the Internal Auditor. The Committee in its report had recommended that the Internal Audit is a necessity for improving an organizations operation and proposed that their services may be further extended for a year.

In the meanwhile, the service provider had conveyed their willingness for extension of contract, vide email & letter dt. 01.08.2019 & 31.07.2019.

Attention is invited to Clause no. (XIV) of the work order stipulates that *"The contract may be extended upto 3 years with increase of 10% fees every year, subject to satisfactory performance and at the sole discretion of the Authority.*

As their contract has expired on 08.10.2019, and they are auditing the accounts, it is proposed that their existing contract may be extended for a further period of one year with 10% escalation in terms of clause (XIV) of said work order and also ask them to expedite the preparation of half yearly Internal Audit report of October-March 2019. Further on completion of the half yearly Internal Audit release their payment for the year 2018-19.

E) Recommendation:

The proposal for extension of the contract of Internal Audit viz. M/s. Sunita Agarwal for a period of one year i.e. 08.10.2019 to 07.10.2020 is placed before the Authority for consideration.

MINUTES OF THE 37TH AUTHORITY MEETING HELD ON 24.10.2019
UNDER THE CHAIRMANSHIP OF DEVELOPMENT COMMISSIONER &
CHAIRPERSON, SEEPZ-SEZ AUTHORITY.

The following were present:

- | | | | |
|-------|---|---|------------------|
| (i) | Shri. Devendra Singh
Dy. DGFT, Mumbai | - | Member |
| (ii) | Shri. Shishir B Nevatia
Director, M/s. Surjewels Pvt. Ltd. | - | Member |
| (iii) | Shri C.P.S. Chauhan
JDC, SEEPZ-SEZ | - | Member/Secretary |
| (iv) | Shri Keshav Jadhav
ADC (Estate) | | |
| (v) | Shri Raju Kumar
ADC (Admn.) | | |

The Chairperson welcomed the Members of the SEEPZ-SEZ Authority and thereafter Agenda was taken up for discussion.

Confirmation of the Minutes of the 37th Meeting held on 20.09.2019.

The Minutes of the meeting held on 20.09.2019 were with consensus.

**Agenda Item No. 1: Proposal for AMC for Operation and Maintenance of 5 TPD
"NISARGRUNA" Bio-as Plant**

The Authority was briefed about the functionality, operation and maintenance of the existing Bio-gas Plant and the generation of gas from the wet waste.

After deliberation, the Authority approved the proposal of AMC for Operation and Maintenance of 5 TPD "NISARGRUNA" Bio-gas Plant granted awarded to M/s. Aviplast for a period of three years w.e.f. 15.10.2019 @ Rs. 1,78,000/- per month and with an increased escalation of 10% every year and the onetime cost of repairing of existing plant to stop the leakages @ Rs. 6,17,000/-. Authority also directed to execute the Agreement on priority basis.

Further the Authority held the view that two Sub-Committees may be constituted comprising of 3 members viz. Estate Manager and One nominee each of SGJMA & SEEMA who have some expertise in the said field :-

Agenda Item No.7 : Proposal for removal/cutting of dead trees and trimming of grown trees in SEEPZ Zone and Residential Complex

AND

Proposal for watering and maintenance of potted plants in SEEPZ Zone and Residential Complex

The Authority was informed that the existing contract of watering and maintenance of the potted plants of the Zone and Residential Complex awarded to M/s. S.K. Entrps. on 29.03.2018 for Rs. 10,26,000/- per annum had expired on 28.03.2019 and subsequent extension was granted on 01.05.2019 until further orders. The Authority was also appraised that the office is in the process of clubbing both the work into Single Tender and give to one sole Agency.

After deliberation, the Authority held the view that the extension of the existing contract may be extended only for 3 months and also directed to expedite the clubbing of both the works into a Single Tender provided a detailed time table and scope of work to be given for both the tasks.

Agenda Item No.8 : Proposal for hiring of services of Internal Auditor for a period of year for auditing the accounts for the year 2017-18 & 2018-19

The Authority was informed that an Internal Auditor namely M/s. Sunita Agarwal was appointed for the period of one year on 09.10.2018 for Rs. 5,88,000/- per annum for Internal Auditing and to assess the accounts of the Authority, verify the pre & post expenditure and suggest corrective measures for improvement in the system of the year 2017-18 & 2018-19.

After deliberation, the Authority noted the hiring of services of Internal Auditor. However a sub-Committee may be constituted headed by Shri. Devendra Singh, Dy. DGFT, including Jt. DC, Estate Manager and Pay & Accounts Officer to examine the manner in which the Internal Auditor and CA had functioned in the past 2 years and to see if any improvements in efficiency are possible or if outcomes could be achieved in the optimum level.

Agenda Item No.9 : Proposal of hiring services of Chartered Accountant Firm for the year 2019-20

The Authority was informed that the present Chartered Accountant Firm viz. M/s. R. Devendra Associates are in the finalization of the Accounts and handing over



सत्यमेव जयते

सीएफ़ विशेष आर्थिक क्षेत्र प्राधिकरण
सीएफ़ सेवा-केंद्र भवन, सीएफ़-बिआई
अंधेरी (पूर्व), मुंबई - 400 095

SEEPZ SPECIAL ECONOMIC ZONE AUTHORITY
SEEPZ SERVICE CENTRE BUILDING, SEEPZ SEZ
ANDHERI (E), MUMBAI - 400 095

No. SEEPZ-SEZ/ESTATE/TIA/199/2017-18/0.4345

Dated 29/10/2018

To,
M/s Sunita Agrawal & Company,
Chartered Accountants,
103, 2-B, Panorma, Patliputra CHS,
Jogeshwari (W),
Mumbai - 400 102

Sub: Appointment of Internal Auditor for SEEPZ-SEZ Authority
for F.Y. 2017-18 & 2018-19.

Sir,

Please refer to your quotation dated 13/08/2018 for subject work.

In this connection, we write to inform you that the Competent Authority has approved your following quotation to carryout subject work on following Scope of Work and Terms & Conditions:-

Category	Fees for 1 month (INR)	Fees for 12 months (INR)
Professional fees for Internal Audit in SEEPZ-SEZ Authority for the F.Y. 2017-18.	4,000.00	48,000.00
Professional fees for Internal Audit in SEEPZ-SEZ Authority for the F.Y. 2018-19.	45,000.00	5,40,000.00
Total Rs.	49,000.00	5,88,000.00

1. SCOPE OF WORK:

- (i) Verification of Book Keeping including statement of Income, Annual Budget, Rent, Gate Pass, Fine & Penalty, Scrap, Guest House, Conference Hall and miscellaneous etc.
- (ii) Verification of pre & post Expenditure.
- (iii) Expenditure on the projects as well as maintenance work.

Page 1 of 4

SEEPZ Chairperson 28290856

सचिव Secretary 28294770

प्रबंधक (कार्य) Manager 28294770

फ़ोन No 28291395 / 28291754

ई-मेल / E-mail dcsseepz-mah@nic.in

वेबसाइट Website www.seepz.gov.in

सीएफ़ विशेष आर्थिक क्षेत्र प्राधिकरण के बतुले कार्यालय - अंधेरी (पूर्व) के अंतर्गत

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- (iv) Find out systematic weakness and suggest corrective measures.
- (v) Any other work assigned by Competent Authority.
- (vi) Any clarification of Scope of Work can be taken from Shri Mahesh Yadav, Estate Manager, SEEPZ-SEZ Authority.
- (vii) Preparation of standard list of departmental clearance, procedural clearance for pre-audit.
- (viii) Any other work related to Audit assigned by the Competent Authority.

2. TERMS & CONDITIONS:

- (i) M/s Sunita Agrawal & Co. will deposit Performance Security @ 10% of contract value within 05 days from acceptance of this work order. This amount will not bear any interest. After receipt of the Performance Security, EMD will be refunded.
- (ii) M/s Sunita Agrawal & Co. will render the services as mentioned in the scope of work, failing which the same will be treated as breach of contract / work order and in that case the SEEPZ-SEZ Authority will have the right to cancel / terminate the contract / work order, without assigning any reason and EMD/Performance Security amount will be forfeited. No representation will be entertained in this regard.
- (iii) M/s Sunita Agrawal & Co. will provide the required manpower i.e. 01- CA and 02-Semi Qualified Assistants and its full particulars including the name and address to the Estate Manager, SEEPZ-SEZ Authority.
- (iv) The personnel / employees deployed shall have the required qualification and experience.
- (v) The personnel / employees so deployed will comply with all the rules and regulations and the guidelines provided by the SEEPZ-SEZ Authority from time to time and further ensure to maintain the discipline during working hours.
- (vi) M/s Sunita Agrawal & Co. will comply with all the statutory compliances.
- (vii) M/s Sunita Agrawal & Co. will be solely liable for all the payments / dues of the personnel / employees so deployed by them. M/s Sunita Agrawal & Co. will at all time keep the authority indemnified against any claim from its personnel / employees in this regard.

- (viii) Any financial loss or any damage sustained to the SEEPZ-SEZ Authority due to any technical and / or procedural lapses on the part of M/s Sunita Agrawal & Co. or its personnel / employees, the same will be recovered by the SEEPZ-SEZ Authority from M/s Sunita Agrawal & Co.
- (ix) In the event of person deputed by M/s Sunita Agrawal & Co. being on leave / absent shall ensure suitable alternative arrangement to make up for such absence.
- (x) Any violation or breach of terms and conditions or instruction / guidelines provided by the SEEPZ-SEZ Authority or suppression of facts on the part of M/s Sunita Agrawal & Co. or its personnel / employees will attract cancellation / termination of the work order / contract without any reason and notice period.
- (xi) Payment to M/s Sunita Agrawal & Co. shall be made on monthly basis on submission of bill and on rendering satisfactory service to the SEEPZ-SEZ Authority.
- (xii) In case of any delay caused in compliance / performance of the services according to the scope of work, penalty of Rs. 1,000/- (One Thousand) for such delay will be imposed on daily basis, maximum to 20% of the bid amount.
- (xiii) The quotation is not transferable. M/s Sunita Agrawal & Co. shall not engage to any sub-contractor or any other organization in any matter and also not permitted to transfer his rights and obligations.
- (xiv) This work is valid one year from its date and may be extended up to three years with increase of 10% in fees every year, subject to satisfactory performance and at the sole discretion of the SEEPZ-SEZ Authority.
- (xv) If the services of M/s Sunita Agrawal & Co. are not found to be satisfactory, the SEEPZ-SEZ Authority reserves the right to terminate or cancel the work order at any time during the currency of the contract period without assigning any reasons.
- (xvi) On termination or cancellation of work order / contract, M/s Sunita Agrawal & Co. will not be entitled for any sum or sums, whatsoever, from the SEEPZ-SEZ Authority by way of compensation, damages or otherwise.

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(xvii) In case of any dispute arising during currency of the contract / work order, the parties shall try to amicably settle and resolve the same. In the event, where such dispute, differences, non-compliance or non-payment cannot be mutually resolved within a reasonable time, the same shall be referred to Arbitration under the provisions of Arbitration and Conciliation Act, 1996 or any other law prevailing for the time being in force. Such matter shall be referred to Arbitration by a sole arbitrator and the sole arbitrator shall be appointed by the SEEPZ-SEZ Authority and shall be held in the city of Mumbai at the place and venue as decided by SEEPZ-SEZ Authority in English language. The decision of the sole Arbitrator shall be binding on the parties.

(xviii) M/s Sumita Agrawal & Co. shall give the acceptance within three days from the date of receipt of the work order, failing which the work order issued will be treated as cancelled.

PL. Muthu
09/10/18

(PL. Muthu)

Asstt. Development Commissioner
SEEPZ-SEZ

Copy to:

Billing Section, SEEPZ-SEZ Authority.

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भारत सरकार / Government of India,
वाणिज्य एवं उद्योग मंत्रालय / Ministry of Commerce & Industry,
सीपज़ - विशेष आर्थिक क्षेत्र प्राधिकरण / SEEPZ-SEZ Authority,
अंधेरी (पूर्व), मुंबई / Andheri (E), Mumbai - 400 096
द्वारा / Tel: 022-28294770 फ़ैक्स / Fax: 28291754.
ई-मेल / E-mail: ddcseepz-mah@nic.in, वेबसाइट / Website: www.seepz.gov.in

No. SEEPZ-SEZ/ESTATE/TIA/199/2017-18/19763

Date: 02.08.2018

NOTICE INVITING TENDER

Sub: Appointment of CAG Empanelled Chartered Accountant Firm for Internal Audit of SEEPZ-SEZ Authority for F.Y. 2017-18 & 2018-19.

The SEEPZ-SEZ Authority, an autonomous body under Ministry of Commerce and Industry, Government of India invites sealed quotations from Empanelled Chartered Accountant for Internal Audit in SEEPZ-SEZ Authority for F.Y. 2017-18 & 2018-19, as per following Scope of Work.

1. IMPORTANT POINTS TO NOTE:

1.1	Pre-bid conference	09/08/2018 at 11:30 AM at the Office of the Estate Manager, SEEPZ SEZ Authority
1.2	Technical Bid	The tenderer should attach the copy of the self attested documents as per Annexure-A
1.3	Estimated cost involved for providing service per year	Rs. 10.00 lakh
1.4	Period of sale of tender document	01/08/2018 to 23/08/2018 up to 12:00 hrs. and the tender documents may be downloaded from www.seepz.gov.in and www.eprocure.gov.in
1.5	Cost of tender documents	Free of Cost
1.6	Last Date of submission of bid	23/08/2018 at 14.00 hrs.
1.7	Date & Time of opening of tender document	23/08/2018 at 15.30 Hrs at the Estate Manager Office, SEEPZ-SEZ Authority.
1.8	Security Deposit/ Performance Guaranty Deposit (PGD)	10% of the Contract value.
1.9	EMD / Bid Security	Rs. 25,000/-

[Signature]

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(I) SCOPE OF WORK:

1. Verification of Book Keeping including statement of Income, Annual Budget, Rent, Gate Pass, Fine & Penalty, Scrap, Guest House, Conference Hall and miscellaneous etc.
2. Verification of pre & post Expenditure
3. Expenditure on the projects as well as maintenance work
4. Find out systematic weakness and suggest corrective measures.
5. Any other work assigned by Competent Authority.
6. Any clarification of Scope of Work can be taken from Shri Mahesh Yadav, Estate Manager, SEEPZ-SEZ Authority.
7. Preparation of standard list of departmental clearance, procedural clearance for pre-audit.
8. Any other work related to Audit assigned by the Competent Authority.

(II) PROCEDURE FOR SUBMISSION OF QUOTATION:

1. The Quotations should be submitted in two bid systems in two separate envelopes as under:
Envelope 1 superscribed "Technical Quotation" should contain the documents required for Technical Eligibility, as stated in Annexure - A.

Envelope 2 superscribed "Financial Quotation" should contain the value as stated in Annexure - B.
2. Both sealed envelopes should be submitted together in larger cover superscribed as "QUOTATION FOR INTERNAL AUDIT IN SEEPZ-SEZ AUTHORITY FOR F.Y. 2017-18 & 2018-19" on the top and address to "The Manager (Estate), SEEPZ-SEZ Authority, SEEPZ-SEZ, Andheri (East), Mumbai- 400086.
3. The sealed envelope mentioned above will be received by this office up to 14.00 hrs on 23.08.2018, by post / courier by the applicant personally or through his authorized representatives or the same can be dropped in the Tender box kept on the ground floor, near Inward Section especially for Quotations.
4. Quotations received late, unsealed and without superscription are liable to be rejected.



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5. The quotations shall be duly signed with seal and complete in the printed form.
6. Every page of the Quotation, including the supporting documents etc. shall be duly signed in the bottom at left hand corner.
7. Every correction / deletion / addition / overwriting in respect of the quotation shall be signed by Applicant.
8. Incomplete, ambiguous and conditional quotations will not be entertained.
9. The quotation must be signed by the authorized partner of the firm.
10. The Applicant should quote the rates in words and in figures; if the rates quoted in words differ from the rate quoted in figures, the lowest of the two will be taken as correct rate.
11. The quotation should be accompanied by Earnest Money Deposit (EMD) for Rs. 25,000/- (Rupees Twenty-five Thousand only) in the form of Demand Draft / pay order, drawn on any nationalized or scheduled bank in favour of "SEEPZ Special Economic Zone Authority Fund" payable at Mumbai. Cash payment, cheque and other mode of payment shall not be accepted.
12. The Applicant may represent themselves personally or through authorized representative, if any, at the time of opening of quotation.
13. The committee may, if so desire relax / amend one or other condition to determine eligibility of the quotation with approval of the Competent Authority without assigning any reason, thereof. Any enquiry, after submission of the quotation, shall not be entertained.
14. The technical competence / infrastructure facilities of the firm will be ascertained before selection.
15. *The quotations not accompanied by EMD and the required documents mentioned above will be summarily rejected.*

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16. The SEEPZ-SEZ Authority reserves the right to reject any or all quotations at any time / stage, without assigning any reasons whatsoever and the decision of the SEEPZ-SEZ Authority shall be final and binding on all the applicants.

17. *In case of the withdrawal of the quotation, the EMD will be forfeited.*

(III) OPENING OF QUOTATION:

1. The ENVELOPE 1 superscribed "Technical Quotation" will be opened at 15.30 hrs on 23.08.2018, in the Conference Hall of Development Commissioner's Office, SEEPZ-SEZ, Andheri (E), Mumbai-96 in presence of applicant and or their representative(s) who authorized".
2. ENVELOPE 2 superscribed "Financial Quotation" will be opened only for eligible applicants.
3. The date and time for opening the ENVELOPE 2 superscribed 'Financial Quotation' will be intimated to the successful applicant at the time of opening the ENVELOPE 1 superscribed 'Technical Quotation'.
4. All quotation would be evaluated by the Committee, on the basis of documents provided for technical eligibility. After scrutinizing the documents, the Committee shall select the eligible bidders.

(IV) CRITERIA FOR PRE-QUALIFICATION ON THE BASIS OF THE TECHNICAL QUOTATION:

ENVELOPE 1 superscribed 'Technical Quotation' submitted by the firms should contain the following documents to determine the technical eligibility and must satisfy the criteria, failing which they will be summarily disqualified.

1. Earnest Money Deposit (EMD) for *Rs. 25,000/- (Rupees Twenty-five thousand Only)* in the form of demand Draft / pay order drawn on any nationalized or scheduled bank in favour of "SEEPZ Special Economic Zone Authority Fund" payable at Mumbai.

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2. The applicant must be a Chartered Accountant Firm (partnership) having min. 2 Chartered Accountant employees as on 31.07.2018.
3. The firm should be in practice not less than 10 years.
4. The firm must have office in Mumbai or sub-urban district as per CA Institute record.
5. The firm must have been empanelled with C&AG of India.
6. Average turnover of the firm is not less than Rs. 50.00 lakhs for financial years 2015-16, 2016-17 & 2017-18.
7. The applicant firm must have sound knowledge and experience of Internal Audit in Central Government / State Government / State Government undertaking. The firm must have minimum 3 years' experience during last 10 years of Internal Audit in Central Government / Central Government Autonomous Body / Government of Maharashtra / Government of Maharashtra Autonomous Body. Copy of work orders should be submitted along with technical bid.
8. Copy of PAN, GST, Income Tax Returns of the firm for last three years should be enclosed.
9. One Chartered Accountant and two Semi Qualified Assistants (other than Article / Audit assistants), needs to be deployed for the assignment on full time daily basis during office hours of Authority. Name and qualification of the personnel deployed needs to be informed to the Authority in beginning of the assignment and they shall not be changed without the prior permission of the Authority. The work shall be supervised by the senior partner of the firm on day to day basis. Partner needs to attend various meetings as and when called for.
10. A copy of the acceptance of terms and conditions duly signed by the firm in token of having understood and agreed to the same should be attached along with the quotation.
11. An undertaking stating that the bidder shall not assign, transfer, pledge or sub contract the performance of services or part of services and shall further undertake to comply with the terms and conditions of the Tender documents.

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12. An undertaking stating that he has not been blacklisted nor come any adverse notice by any office of Government / semi-Government / Public Sector undertaking.

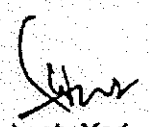
(V) OTHER TERMS AND CONDITIONS:

1. The successful applicant shall render the services as mentioned in the scope of work, failing which the same will be treated as breach of contract / work order and in that case the Authority will have the right to cancel / terminate the contract / work order, without assigning any reason and EMD/Performance Security amount will be forfeited. No representation will be entertained in this regard.
2. The successful applicant shall provide the required manpower and its full particulars including the names and address to the Estate Manager, SEEPZ-SEZ Authority.
3. The personnel / employees deployed shall have the required qualification and experience.
4. The personnel / employees so deployed shall comply with all the rules and regulations and the guidelines provided by the Authority from time to time and further ensure to maintain the discipline during working hours.
5. The successful bidders should comply with all the statutory compliances.
6. The successful applicant shall be solely liable for all the payments / dues of the personnel / employees so deployed by him. The successful applicant shall at all time keep the authority indemnified against any claim from its personnel / employees in this regard.
7. Any financial loss or any damage sustained to the Authority due to any technical and / or procedural lapses on the part of successful applicant or his personnel / employees, the same shall be recovered by the Authority from the successful applicant.
8. In the event of person deputed by successful applicant being on leave / absent shall ensure suitable alternative arrangement to make up for such absence.

9. Any violation or breach of terms and conditions or instruction / guidelines provided by the Authority or suppression of facts on the part of successful applicant or his personal / employees will attract cancellation / termination of the work order / contract without any reason and notice period.
10. Payment to the successful applicant shall be made on monthly basis on submission of bill and on rendering satisfactory service to the Authority.
11. In case of any delay caused in compliance / performance of the services according to the scope of work, penalty of Rs. 1,000/- (One Thousand) for such delay will be imposed to successful applicant on daily basis, maximum to 20% of the bid amount.
12. The successful applicant shall give the acceptance within three days from the date of receipt of the work order, failing which the work order issued will be treated as cancelled.
13. The quotation is not transferable. The successful applicant shall not engage to any sub-contractor or any other organization in any matter and also not permitted to transfer his rights and obligations.
14. EMD of the successful applicant will be refunded after receipt of Performance Security @ 10% of the contract value. This will be forfeited for non compliance of the terms & conditions of the contract / work order. This amount will not bear any interest. The EMD of unsuccessful bidders will be refunded.
15. The selected firm would be initially appointed by the authority for one year and may be extended up to three years with increase of 10% in fees every year subject to satisfactory performance and at the sole discretion of the authority.
16. If the services of the successful applicant are not found to be satisfactory, the Authority reserves the right to terminate or cancel the work order at any time during the currency of the contract period without assigning any reasons.
17. On termination or cancellation of work order / contract, the successful applicant shall not be entitled for any sum or sums, whatsoever, from the Authority by way of compensation, damages or otherwise.

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18. In case of any dispute arising during currency of the contract / work order, the parties shall try to amicably settle and resolve the same. In the event, where such dispute, differences, non-compliance or non-payment cannot be mutually resolved within a reasonable time, the same shall be referred to Arbitration under the provisions of Arbitration and Conciliation Act, 1996 or any other law prevailing for the time being in force. Such matter shall be referred to Arbitration by a sole arbitrator and the sole arbitrator shall be appointed by the SEEPZ SEZ Authority and shall be held in the city of Mumbai at the place and venue as decided by SEEPZ-SEZ Authority in English language. The decision of the sole Arbitrator shall be binding on the parties.



(Mahesh Yadav)
Estate Manager
SEEPZ-SEZ Authority

COMMITTEE REPORT

Sub : Recommendation of the Committee on analysis and functionality of the past 2 years of Internal Auditor and improvements if any

SEEPZ SEZ Authority hosted a Notice Inviting Tender on 02.08.18 for appointment of CAG empanelled Chartered Accountant Firm for the Internal Audit of SEEPZ SEZ for the financial year 2017-18 & 2019. Accordingly based on the tenders received, the Committee had selected M/s .Sunita Agarwal & Co. as a Chartered Accountant Firm as Internal Auditor for financial year 2017-18 & 2018-19 and work order dt. 09.10.18 was issued.

The Committee had gone through the scope of work of the Internal Auditor which included verification of book keeping, statement of income, annual budget, rent, gate pass, fine & penalty, scrap, verification of FY 2017-18 of pre & post Expenditure, and expenditure on projects and maintenance work.. The Committee has also noticed that the scope of work included to find out the systematic weakness and suggest corrective measures for improvement.

Further the proposal of the appointment of the Internal Auditor was placed before the 37th Authority meeting held on 24.10.2019, wherein, the Authority was informed that an Internal Auditor namely M/s. Sunita Agarwal was appointed for the period of one year on 09.10.2018 for Rs. 5,88,000/- per annum for Internal Auditing and to assess the accounts of the Authority, verify the pre & post expenditure and suggest corrective measures for improvement in the system of the year 2017-18 & 2018-19.

After deliberation, the Authority noted the hiring of services of Internal Auditor. However a sub-Committee may be constituted headed by Shri. Devendra Singh, Dy. DGFT, including Jt. DC, Estate Manager and Pay & Accounts Officer to examine the manner in which the Internal Auditor and CA had functioned in the past 2 years and to see if any improvements in efficiency are possible or if outcomes could be achieved in the optimum level.

As per the directions of the Authority a Committee was constituted headed by Dy. DGFT and the members. The Committee had met on 20.01.2019 and had gone through the Internal Audit report submitted for the financial year 2017-18 & half yearly report of 2018-19. It is seen that the books of accounts, ledgers maintained by the Chartered Accountant of the Authority was verified by the Internal Auditor and had noticed the corrective measures for improvement in the accounting of SEZ Authority.

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Committee pointed out that the Internal Auditor had raised certain objections in the accounting of the Chartered Accountant (Mr. R. Davendra) and the clarification of the same was obtained from M/s. R. Devendra. The clarification thus obtained from the earlier Chartered Accountant firm was examined wherein the Internal Auditor had suggested that prior period expenses of Rs. 1500 lacs was exceptional item due to capitalization of various projects in F.Y. 2017-18. Internal Auditor had asked to ensure following up for income tax refund of claim of more than Rs. 6.22 crores from the Income Tax Dept. The same was brought before the present Committee in addition to the refund of the claim of Income Tax returns, Internal Auditor had also asked to expedite the development of software.


The Committee observed that the Internal Auditor has done an elaborate examination of the audit of the SEEPZ Authority accounts and the report itself is self explanatory. As per the observations pointed out by the Internal Auditor the newly appointed CA should function to take necessary measures to recover the lease rent and fire cess which are overdue thereby reducing the Sundry Debtors. They should strictly comply the recommendations of the Internal Auditor.


The Committee on analyzing the report relating to the functionality of the Authority felt that it is beneficial for the organization for appointment of an Internal Auditor and as per the scope of work, they have ensured and evaluated the accounts and it is suggested that instead of providing half yearly audit report, the Internal Auditor should examine the books of accounts on quarterly basis and furnish the same for requisite compliance to the CA section. Also ensure that in the next financial year the bills should be generated through software programme so as to reduce changes of errors which will lead to reduction in frequency of issue of debit and credit note to the unitholders. Committee also suggested that the observations made by the Internal Auditor may be sent to all the sections for compliance with the discrepancies within 10 days time and the same may be submitted to Chairperson for perusal. The Internal Auditor appointed may ensure that the observations raised by them are duly complied by the CA section.


Committee also felt that the services of the existing Internal Auditor can be extended as per the work order for a further period of one year only @ 10% escalation of their charges. However, if their work is not found satisfactory, the Authority reserves the right to terminate the services of the Internal Auditor.

The Committee thus recommends that the Internal Audit is a necessity for improving an organizations operations' and their services may be further extended for a year.


(Sheena Nair)
PAO


(C.P.S. Chauhan)
JDC/Secretary


(Keshav Jadhav)
ADC (Estate)


(Devendra Singh)
Dy. DGFT

05/08/2019

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Subject: Extension for One Financial Year 2019-20 as Internal Auditor as per Tender No SEEPZ-SEZ/ESTATE/TIA/199/2017-18/19763 and Work Order No SEEPZ-SEZ/ESTATE/TIA/199/2017-18/24375
To: jdcseepz-mah@nic.in

Date: 01-08-19 06:48 PM
From: kunwar rizwan <krrizwan@gmail.com>

Seepz I A Extension.pdf (1.1MB)

02-08-2018Appointment of Internal Auditors.PDF (228kB)

W.O._24375.pdf (950kB)

ADC (RK)
5/8

Dear Sir,

As per Tender No SEEPZ-SEZ/ESTATE/TIA/199/2017-18/19763 and Work Order No SEEPZ-SEZ/ESTATE/TIA/199/2017-18/24375

We Sunita Agrawal & Company heraby request you to give an extension as Internal Auditor for One Financial Year 2019-20

Thanks & Regards

CA Kunwar rizwan

Partner,
M/ S Sunita agrawal and co.

We have not enough Natural resources for next 100 years. "USE SPRINGLY"

6/8/19
Sunita

https://mail.gov.in/iwc_static/layout/shell.html?lang=en&3.0.1.2.0_15121607

[SUNITA AGRAWAL & COMPANY]

Contact No. 8890080577, 022-40214499

IFRN NO
515225C1

Dated: 31/07/2019

To,
Development Commissioner
SEEPZ-SEZ Authority,
Andheri (E)-Mumbai-400096

Sub: Application for extension for 1 (One) Financial year 2019-20 regarding
Appointment of Internal Auditor for SEEPZ-SEZ Authority .

Tender No. SEEPZ-SEZ/ESTATE/TIA/199/2017-18/24375

Dear Sir,

We Sunita Agrawal & Co., Chartered Accountants, hereby request you to give
extension for one financial year 2019-20 with terms and conditions as
mentioned within captioned tender documents.

Thanks & Regards,

For M/s SUNITA AGRAWAL & Co.
(Chartered Accountants)

CA Kunwar Rizwan
(Partner)
PLACE: Mumbai
DATED: 31/07/2019

SEEPZ SPECIAL ECONOMIC ZONE AUTHORITY
GOVERNMENT OF INDIA
MINISTRY OF COMMERCE & INDUSTRY
MUMBAI

AGENDA ITEM NO. 08

A) **Proposal:**

Hiring Services of Chartered Accountant Firm for the year 2020-21.

B) **Specific issue on which decision of Authority is required:**

Approval for hiring of services of Chartered Accountant Firm for the year 2020-21.

C) **Relevant provision of SEZ Act, 2005 & Rules:**

Section 34 of SEZ Act, 2005 and Rule 7 (1) of SEZ Authority Rules 2009.

D) **Other information:**

The proposal was placed before the 37th Authority meeting held on 24/10/2019 for engaging the Chartered Accountant firm viz. M/s. Jain V & Co., for the year 2019-20. Accordingly, the work order has been issued to M/s. Jain V & Co., for providing services of chartered Accountant firm for the year 2019-20, vide work order no. SEEPZ-SEZ/ESTATE/CAF/120/2018-19/15404 dt. 05.08.2019. However, we informed M/s. Jain V & Co., to commence the work w.e.f. 01.11.2019 vide letter dt. 15.10.2019 with a validity till 31.10.2020,

The Chartered Accountant firm viz. M/s. Jain V & Co vide its communication dt. NIL received on 27.08.2020 has requested for extension of the existing contract with SEEPZ SEZ for financial year 2020-21 and also informed that, in the circumstances of COVID-19, they would accept their re-appointment without any escalation in their professional fees.

Attention is invited to clause no. 15 of the "Other terms and conditions" of the Tender Notice dt. 09.05.2019, wherein it is stipulated that "The selected firm would be initially appointed by the Authority for one year and may be extended upto 3 years with an increase of 10% in fees every year subject to satisfactory performance and at the sole discretion of the authority".

Also in terms of clause no. 14 of "Other terms and conditions" of the said tender notice dt. 09.05.2019, the Chartered Accountant firm has furnished the Performance Security @ 10% of the contract value amounting to Rs. 2,91,600/- . It is seen that the work of the firm is found to be satisfactory.

As their contract will expired on 31.10.2020 and they have given their willingness, it is proposed that their existing contract may be extended for a further period of one year without any escalation in their professional fees.

E) Recommendation:

The proposal for extension of existing Chartered Accountant Firm viz. M/s. Jain V & Company for the year 2020-21 without any escalation is submitted before the Authority for consideration.

**MINUTES OF THE 37TH AUTHORITY MEETING HELD ON 24.10.2019
UNDER THE CHAIRMANSHIP OF DEVELOPMENT COMMISSIONER &
CHAIRPERSON, SEEPZ-SEZ AUTHORITY.**

The following were present:

- | | | | |
|-------|---|---|------------------|
| (i) | Shri Devendra Singh
Dy. DGFT, Mumbai | - | Member |
| (ii) | Shri. Shishir B Nevatia
Director, M/s. Sunjewels Pvt. Ltd. | - | Member |
| (iii) | Shri C.P.S. Chauhan
JDC, SEEPZ-SEZ | - | Member/Secretary |
| (iv) | Shri Keshav Jadhav
ADC (Estate) | | |
| (v) | Shri Raju Kumar
ADC (Admn.) | | |

The Chairperson welcomed the Members of the SEEPZ-SEZ Authority and thereafter Agenda was taken up for discussion.

Confirmation of the Minutes of the 37th Meeting held on 20.09.2019.

The Minutes of the meeting held on 20.09.2019 were with consensus.

**Agenda Item No. 1: Proposal for AMC for Operation and Maintenance of 5 TPD
"NISARGRUNA" Bio-as Plant**

The Authority was briefed about the functionality, operation and maintenance of the existing Bio-gas Plant and the generation of gas from the wet waste.

After deliberation, the Authority approved the proposal of AMC for Operation and Maintenance of 5 TPD "NISARGRUNA" Bio-gas Plant granted awarded to M/s. Aviplast for a period of three years w.e.f. 15.10.2019 @ Rs. 1,78,000/- per month and with an increased escalation of 10% every year and the onetime cost of repairing of existing plant to stop the leakages @ Rs. 6,17,000/-. Authority also directed to execute the Agreement on priority basis.

Further the Authority held the view that two Sub-Committees may be constituted comprising of 3 members viz. Estate Manager and One nominee each of SGJMA & SEEMA who have some expertise in the said field :-

Agenda Item No.7 : Proposal for removal/cutting of dead trees and trimming of grown trees in SEEPZ Zone and Residential Complex

AND

Proposal for watering and maintenance of potted plants in SEEPZ Zone and Residential Complex

The Authority was informed that the existing contract of watering and maintenance of the potted plants of the Zone and Residential Complex awarded to M/s. S.K. Entrps. on 29.03.2018 for Rs. 10,26,000/- per annum had expired on 28.03.2019 and subsequent extension was granted on 01.05.2019 until further orders. The Authority was also appraised that the office is in the process of clubbing both the work into Single Tender and give to one sole Agency.

After deliberation, the Authority held the view that the extension of the existing contract may be extended only for 3 months and also directed to expedite the clubbing of both the works into a Single Tender provided a detailed time table and scope of work to be given for both the tasks.

Agenda Item No.8 : Proposal for hiring of services of Internal Auditor for a period of year for auditing the accounts for the year 2017-18 & 2018-19

The Authority was informed that an Internal Auditor namely M/s. Sunita Agarwal was appointed for the period of one year on 09.10.2018 for Rs. 5,88,000/- per annum for Internal Auditing and to assess the accounts of the Authority, verify the pre & post expenditure and suggest corrective measures for improvement in the system of the year 2017-18 & 2018-19.

After deliberation, the Authority noted the hiring of services of Internal Auditor. However a sub-Committee may be constituted headed by Shri. Devendra Singh, Dy. DGFT, including Jt. DC, Estate Manager and Pay & Accounts Officer to examine the manner in which the Internal Auditor and CA had functioned in the past 2 years and to see if any improvements in efficiency are possible or if outcomes could be achieved in the optimum level.

Agenda Item No.9 : Proposal of hiring services of Chartered Accountant Firm for the year 2019-20

The Authority was informed that the present Chartered Accountant Firm viz. M/s. R. Devendra Associates are in the finalization of the Accounts and handing over

the said accounts which may take some time. Hence extension of the existing work order dt. 14.12.2015 as amended for billing services and 01.06.2016 as amended for Book keeping needs to be given upto 31.10.2019. The said Firm has already been asked to complete the work by 31.10.2019 so that the new agency can begin their work w.e.f. 01.11.2019.

Further this office had also floated the tender for the new agency and after evaluation of the technical bids, and following the Selection and evaluation procedure the Committee unanimously recommended/suggested to award the contract to M/s. Jain V. & Co. for Rs. 29,16,000/- per annum and work order dt. 05.08.2019 was issued for one year w.e.f. 01.11.2019.

After deliberation, the Authority noted the extension of the existing Chartered Firm viz. M/s. R. Devendra Associates upto 31.10.2019 and also the appointment of the new firm viz. M/s. Jain V & Co. for a period of one year 2019-20 w.e.f. 01.11.2019.

The Authority was informed that the firm M/s Athias has been engaged in the task of developing software for property wise and gala-wise billing for rent since the month Oct. 2019. The software is at advanced stage. The Authority held the view that the software for rental bills may be made operational within 30 days time and generate the bills for the period from Oct. 2019 to March 2020 on the same. In case the company is unable to deliver the services promised, steps may be taken to review the contract and terminate if needed.

Agenda Item No.10 : Proposal for AMC for mechanized/manual cleaning work and housekeeping services for SEEPZ Zone and Residential Complex for the year 2019-20

The Authority was informed that the existing contract awarded to M/s. Hygiene Everywhere Solution on 16.07.2018 for Rs. 28,75,000/- per month had expired on 15.07.2019 and the same needs to be extended upto 31.10.2019 as this office is in the final stage of appointing the new agency.

After deliberation, the Authority held the view that the cleaning is satisfactory and approved the proposal for extension of the contract upto 31.10.2019 of the existing agency i.e. M/s. Hygiene Everywhere Solutions.

o/c.



भारत सरकार / Government of India.
वाणिज्य एवं उद्योग मंत्रालय / Ministry of Commerce & Industry
सीएज - विशेष आर्थिक क्षेत्र प्राधिकरण / SEEPZ-Special Economic Zone Authority
अंधेरी (पूर्व), मुंबई - 400 096/ Andheri (East), Mumbai - 400 096
द्वि. / Tel. : 022-26294719 फ़ैक्स / Fax: 26291385
ई-मेल / E-mail: dcseepz-mah@nic.in, वेबसाइट / Website: www.seepz.gov.in



No. SEEPZ-SEZ/ESTATE/CAF/120/2018-19/20228

Dated 15/10/2019

To,
M/s Jain V. & Co.,
25/31, Dr. A.M. Road,
Lalmani Building, 3rd Floor,
Bhuleshwar,
Mumbai - 400002

Sub: Hiring of services of Chartered Accountant Firm in SEEPZ-SEZ
Authority for F.Y. 2019-20-Work Order.

Gentlemen,

Please refer to your letter dated 12/08/2019 and this office Work Order No. SEEPZ-SEZ/ESTATE/CAF/120/2018-19/15404 dated 05/08/2019 on the aforesaid subject.

2. In this connection, you are requested to take up the assignment w.e.f. 01/11/2019.
3. The work as per contract will commence from 01/11/2019 and will be valid till 31/10/2020.
4. Terms & Conditions and Scope of Work will be as per above mentioned letter dated 05/08/2019.
5. This issues with the approval of the Competent Authority.

Yours sincerely,

(Raju Kumar)
Asstt. Development Commissioner

Copy to:

1. The Estate Manager, SEEPZ-SEZ Authority.
2. Security Officer, SEEPZ-SEZ.



सीएच आर्थिक क्षेत्र प्राधिकरण
सीएच कक्षा-केंद्र महान् सीएच-विजाडे
अंधेरी (पूर्व), मुंबई - 400 096.

SEEPZ SPECIAL ECONOMIC ZONE AUTHORITY
SEEPZ SERVICE CENTRE BUILDING, SEEPZ SEZ,
ANDHERI (E), MUMBAI - 400 096.

No. SEEPZ-SEZ/ESTATE/CAF/120/2018-19/15404

Dated 05/08/2019

To,
M/s Jain V. & Co.,
25/31, Dr. A.M. Road,
Room No. 11, 3rd Floor,
Lalmani Building,
Bhuleshwar,
Mumbai - 400002

Sub: Hiring of services of Chartered Accountant Firm in SEEPZ-
SEZ Authority for F.Y. 2019-20-Work Order.

Gentlemen,

Please refer to your quotation for subject work.

2. In this connection, this is to inform that the Competent Authority has accepted your quotation for subject work for Rs. 29,16,000/- per annum (Rs. 2,43,000/- per month) on following scope of work and conditions:-

3. SCOPE OF WORK:

➤ Accounts Department-

1. Preparation of Balance Sheet for the FY 2019-20 as well as at every quarter ending along with schedules;
2. Preparation of Income & Expenditure account for the FY 2019-20 as well as at every quarter ending with schedules;
3. Statement of Receipt and Payment as prescribed by comptroller and Auditor General of India;
4. Schedules & groupings to the above Financial Statements;
5. Instructions and Accounting Principles;
6. Notes and Instructions for Schedules;
7. Preparation of Budget;

अध्यक्ष Chairperson 28290856

सचिव Secretary 28294770

प्रबंधक (संपदा) Manager (Estate) 28294770

फैक्स / Fax : 28291385 / 28291754

ई-मेल / E-mail : dcseepz-mah@nic.in

वेबसाइट / Website : www.seepz.gov.in

सीएच विशेष आर्थिक क्षेत्र प्राधिकरण के बढ़ते कदम - राजभाषा के संग

8. Issue of No dues certificate for Rent, Gate pass and Fine & Penalty dues as and when the unit de-bonded / desired.
9. Day to day accounting of Receipts and expenditure.
10. Providing updated outstanding balances of units on regular basis & as and when required by Management;
11. Accounting of Maintenance & Repairs taking into account the utilization Certificate, work completion report by consultant and respective bills.
12. Accounting of Aside work taking into account the utilization certificate, work completion report by consultant and respective bills;
13. Filing of Income Tax Returns / TDS Returns of Authority and DC Office.
14. Filing of GST returns within due dates;
15. Filing of Revised returns of TDS, VAT, TCS of earlier periods if required.
16. Ensuring all Statutory compliance including filing all monthly/Quarterly/Half Yearly/Yearly returns of Authority and DC Office.
17. Calculation of yearly usage charges to be collected from units;
18. Preparation of Accounting data as per format as required by Ministry from time to time;
19. Coordination with CAG/Customs Receipt Audit officials regarding query resolution, Internal auditor, tax auditor with respect to data required from accounts.
20. Drafting of comments on the observations made/queries raised by C&AG Authorities, reply to internal audit queries in respect of accounting issues;
21. Preparation of Annual accounts of the Authority pertaining to a financial Year latest by 30th day of April of subsequent financial year;
22. Compliance report on the observations of C&AG and Public Accounts Committee to be submitted when required by the Govt. of India;
23. Defending the orders issued by any Statutory Authority and also preparing the replies attending hearing in respect of Authority and DC Office and prepare the draft appeal and filing the same after approval of the Competent Authority to the concerned Authority.
24. Day to day reconciliation of Bank accounts, debtors & creditors;
25. Reply to various DAKs/ letters on timely basis;
26. Handling issues of Unit holders through personal meeting as well as telephonic conversation whenever required;
27. Preparation of payment vouchers based on sanctions for onward submission to Pay & Accounts Officer. All work relating to payment after receiving of sanction order;
28. Attending meetings from time to time by Senior Partner;
29. Any other item relating to accounts or book keeping not specifically included here including previous accounting period which is required for accounting and Book keeping.

> Billing Department

1. Generation of bills relating to Gate Pass on monthly basis. (approx. 3000 p.m., however, the quantity may vary)

2. Generation of lease rent bills on periodic basis. (approx 600 p.m., however the quantity may vary)
3. Generation of other bills such as fine & penalty, sale of garbage, guest house, conference hall etc on regular basis.
4. Generation of debit/credit note for all types of billing if required.
5. Ensuring the delivery of bills to the units.
6. Ensuring bills are updated in Account Branch.
7. Reconciliation of bills generated with software data.
8. Maintenance of proper documentation of billing along with supporting.
9. Receipt of payments from units in form of DDs/Pay orders (other than cash) and issuing acknowledgment.
10. Confirmation of DDs/Pay orders in software.
11. Depositing the DDs' etc in bank and reconciliation of account on day-to-day basis.
12. Ensuring that all payments are updated in the Account Branch.
13. Maintenance of manual register containing details of payment received.
14. Maintenance of manual records of billing work in excel format.
15. Preparing monthly reconciliation of raised Bills, amount released and deposit in the bank and submission of the same to the Estate Manager.
16. Any other item relating to billing not specifically included above.
17. Professional fees for Income Tax Assessment.

4. CONDITIONS:

1. M/s Jain V. & Co. will submit Security Deposit/Performance Guarantee Deposit (PGD) for Rs. 2,91,600/- (10% of total contract value) within 10 days from receipt of W.O. This will be forfeited for non compliance of the terms & conditions of the contract / work order. This amount will not bear any interest.
2. M/s Jain V. & Co. will render the services as mentioned in the scope of work, failing which the same will be treated as breach of contract / work order and in that case the Authority will have the right to cancel / terminate the contract / work order, without assigning any reason. Further, No representation will be entertained in this regard.
3. M/s Jain V. & Co. will conduct the police verification of their authorized employees before entry into the SEEPZ-SEZ premises and the same should be made available to the office as and when required and demanded by the Estate Manager, SEEPZ-SEZ Authority.
4. M/s Jain V. & Co. will deploy 2 Chartered Accountants and 10 Semi Qualified Assistants (other than Article / Audit assistants) for the assignment on full time daily basis during office hours of Authority. Name and qualification of the personnel deployed needs to be informed to the Authority in beginning of the assignment and they shall not be

changed without the prior permission of the Authority. The work shall be supervised by the senior partner of the firm on day to day basis. Partner needs to attend various meetings as and when called for. The personnel / employees deployed shall have the required qualification and experience.

5. The personnel / employees so deployed shall comply with all the rules and regulations and the guidelines provided by the Authority from time to time and further ensure to maintain the discipline during working hours.
6. M/s Jain V. & Co. will be solely liable for all the payments / dues of the personnel / employees so deployed. M/s Jain V. & Co. will at all time keep the authority indemnified against any claim from its personnel / employees in this regard.
7. Any financial loss or any damage sustained to the Authority due to any technical and / or procedural lapses on the part of M/s Jain V. & Co. or his personnel / employees, the same will be recovered by the Authority.
8. In the event of person deputed by M/s Jain V. & Co. being on leave / absent, M/s Jain V. & Co. will ensure suitable alternative arrangement to make up for such absence.
9. Any violation or breach of terms and conditions or instruction / guidelines provided by the Authority or suppression of facts on the part of M/s Jain V. & Co. or his personal / employees will attract cancellation / termination of the work order / contract without any reason and notice period.
10. Payment will be made on monthly basis on submission of bill and on rendering satisfactory service to the Authority.
11. In case of any delay caused in compliance / performance of the services according to the scope of work, penalty of Rs. 1,000/- (One Thousand) for such delay will be imposed on daily basis.
12. M/s Jain V. & Co. will give the acceptance within 3 days from the date of receipt of the work order, failing which the work order issued will be treated as cancelled.
13. The quotation is not transferable. M/s Jain V. & Co. will not engage to any sub-contractor or any other organization in any matter and also not permitted to transfer his rights and obligations.
14. EMD will be refunded after receipt of Performance Security.
15. The contract is awarded for a period of ONE year from the acceptance of this W.O. and may be extended up to three years with increase of 10% in fees every year subject to satisfactory performance and at the sole discretion of the authority.
16. If the services of M/s Jain V. & Co. are not found to be satisfactory, the Authority reserves the right to terminate or cancel the work order at any time during the currency of the contract period without assigning any reasons.
17. On termination or cancellation of work order / contract, M/s Jain V. & Co. will not be entitled for any sum or sums, whatsoever, from the Authority by way of compensation, damages or otherwise.
18. In case of any dispute arising during currency of the contract / work order, the parties shall try to amicably settle and resolve the same. In the event,

where such dispute, differences, non-compliance or non-payment cannot be mutually resolved within a reasonable time, the same shall be referred to Arbitration under the provisions of Arbitration and Conciliation Act, 1996 or any other law prevailing for the time being in force. Such matter shall be referred to Arbitration by a sole arbitrator and the sole arbitrator shall be appointed by the SEEPZ-SEZ Authority and shall be held in the city of Mumbai at the place and venue as decided by SEEPZ-SEZ Authority in English language. The decision of the sole Arbitrator shall be binding on the parties.

Yours sincerely,

Ash
5/8/19
(Ashish Mishra)

Specified Officer / Estate Manager,
SEEPZ-SEZ Authority

Copy to:

1. Security Section, SEEPZ-SEZ... for information.
2. Billing Section, SEEPZ-SEZ Authority... for information/necessary action.



JAIN V. & CO.
Chartered Accountants

Head Office :
25/31, Dr. A. M. Road,
Lalmani Bldg., 3rd Floor,
Bhuleshwar, Mumbai - 400 002.
Phone : 22414100
E-mail : office@jvco.co.in
Website : www.jvco.co.in

To,
ASST. DEVELOPMENT COMMISSIONER,
SEEPZ - SEZ AUTHORITY.

Subject : Extension of our contract with Seepz -SEZ for F.Y.2020-21.

Reference : Work Order No. SEEPZ- SEZ/ESTATE/CAF/120/201819/15404
dated 05/08/2019.

Dear Sir,

With reference to above, our firm is providing Accounting services to your esteemed organisation. We are sure that we are able execute the work upto your satisfaction. Further to this, we would like to draw your attention to "Clause No.15 of Point No.4 in Conditions" of the above referred work order.

Our firm is eligible for re-appointment for the services for F.Y.2020-21 with the terms and conditions mentioned therewith. Also, in the circumstances of COVID-19, we would accept our re-appointment without any escalation in our professional fees.

We would look forward to serve for your organisation.

Thanking You !!

For Jain V. & Co.

Chartered Accountants

Pushpa
Asan
Authorised Signatory



No. SEEPZ-SEZ/EMS/ESTATE/CAF/120/2018-19/09754

Date: 03/05/2019

NOTICE INVITING TENDER

Sub: Hiring services of Chartered Accountant Firm in SEEPZ-SEZ Authority for F.Y. 2019-20.

The SEEPZ-SEZ Authority, an autonomous body under Ministry of Commerce and Industry, Government of India invites sealed quotations from reputed Chartered Accountant Firm for Book Keeping & Accounting and billing work as per the scope for financial year 2019-20.

1. IMPORTANT POINTS TO NOTE:

1.1	Pre-bid conference	20/05/2019 at 11.30 AM at DC Office, 2 nd Floor, SEEPZ-SEZ, Andheri (E), Mumbai - 400096.
1.2	Technical Bid	The tenderer should attach the copy of the self attested documents as per <u>Annexure-C</u>
1.3	Evaluation and Selection	As per <u>Annexure - D</u>
1.4	Cost of tender documents	Free of Cost
1.5	Last Date of submission of duly filled - in tender document with time (sealed condition)	31/05/2019 up to 14.30 hrs.
1.6	Date & Time of opening of tender document	31/05/2019 at 16.00 Hrs at DC Office, 2 nd Floor, SEEPZ-SEZ, Andheri (E), Mumbai - 400096 (if possible).
1.7	Security Deposit/ Performance Guaranty Deposit (PGD)	10% of the Contract value.
1.8	EMD / Bid Security	Rs. 3,20,000/-

(i) PROCEDURE FOR SUBMISSION OF QUOTATION:

1. The Quotations should be submitted in two bid systems in two separate envelopes as under:

Envelope 1 superscribed "Technical Quotation" should contain the documents required for Technical Eligibility, as per Annexure - C.

Envelope 2 superscribed "Financial Quotation" should contain the documents value as per Annexure - E.

2. Both sealed envelopes should be submitted together in larger cover superscribed as "QUOTATION FOR PROVIDING SERVICES OF CHARTERED ACCOUNTANT FIRM IN SEEPZ-SEZ AUTHORITY FOR F.Y. 2019-20" on the top addressing to "The Manager (Estate), SEEPZ-SEZ Authority, SEEPZ-SEZ, Andheri (East), Mumbai- 400096.
3. The sealed envelope mentioned above will be received by this office up to 14.30 hrs. on 31/05/2019, by post / courier by the applicant personally or through his authorized representatives or the same can be dropped in the Tender box kept on the ground floor, near Inward Section especially for Quotations.
4. Quotations received late, unsealed and without superscription are liable to be rejected.
5. The quotations shall be duly signed with seal and complete in the printed form.
6. Every page of the Quotation, including the supporting documents etc. shall be duly signed in the bottom at left hand corner;
7. Every correction / deletion / addition / overwriting in respect of the quotation shall be signed by Applicant;
8. Incomplete, ambiguous and conditionals quotations will not be entertained.
9. The quotation must be signed by the authorized partner of the firm.
10. The Applicant should quote the rates in words and in figures; if the rates quoted in words, differ from the rate quoted in figures, the lowest of the two will be taken as correct rate.
11. The quotation should be accompanied by Earnest Money Deposit (EMD) for Rs. 3,20,000/- (Rupees Three lakh twenty thousand) in the form of Demand Draft / pay order, drawn on any nationalized or scheduled bank in favour of "SEEPZ Special Economic Zone Authority Fund" payable at Mumbai. Cash payment, cheque and other mode of payment shall not be accepted.
12. The Applicant may represent themselves personally or through authorized representative, if any, at the time of opening of quotation.
13. The Committee may, if so desire relax / amend one or other condition to determine eligibility of the Quotation, without assigning any reason, thereof. Any enquiry, after submission of the Quotation, shall not be entertained.
14. The technical competence / infrastructure facilities of the firm will be ascertained before selection.

15. The Quotations not accompanied by EMD and the required documents mentioned, above will be summarily rejected.
16. The SEEPZ-SEZ Authority reserves the right to reject any or all quotations at any time / stage, without assigning any reasons whatsoever and the decision of the SEEPZ-SEZ Authority shall be final and binding on all the applicants.
17. *In case of the withdrawal of the Quotation, the EMD will be forfeited.*

(II) OPENING OF QUOTATION

1. The ENVELOPE 1 superscribed "Technical Quotation" will be opened at 16.00 hrs. on 31/05/2019 (if possible), in the Conference Hall of Development Commissioner's Office, SEEPZ-SEZ, Andheri (E), Mumbai-96 in the presence of applicant and or their representative(s) who authorized".
2. ENVELOPE 2 superscribed "Financial Quotation" will be opened only for eligible Applicants.
3. The date and time for opening the ENVELOPE 2 superscribed 'Financial Quotation' will be intimated to the Successful Applicant at the time of opening the ENVELOPE 1 superscribed 'Technical Quotation'.
4. All quotation would be evaluated by the Committee, on the basis of documents, provided for Technical eligibility. After scrutinizing the documents, the Committee shall select the eligible bidder.

(III) CRITERIA FOR PRE-QUALIFICATION ON THE BASIS OF THE TECHNICAL QUOTATION (ANNEXURE - C):

ENVELOPE 1 superscribed 'Technical Quotation' submitted by the firms should contain the following documents to determine the Technical eligibility and must satisfy the criteria failing which they will be summarily disqualified:

1. Earnest Money Deposit (EMD) for Rs. 3,20,000/- (*Rupees Three Lakh Twenty Thousand*) in the form of demand Draft / pay order drawn on any nationalized or scheduled bank in favour of "*SEEPZ Special Economic Zone Authority Fund*" payable at *Mumbai*.
2. The applicant must be a Chartered Accountant Firm (partnership) having 2 Chartered Accountant employees as on 30/04/2019.
3. The firm should be in practice min. 10 years or more.
4. The firm must have office in Mumbai or sub-urban district as per CA Institute.

5. The firm is empaneled with C&AG of India and eligible for Major PSU audits.
6. The firm should be registered with RBI and should have UCN issued by RBI. A copy of the UCN Certificate should be submitted along with other documents as prescribed under Eligibility Criteria (Annexure-C).
7. Average turnover of the firm is not less than Rs. 35.00 lakhs for each financial year 2016-17, 2017-18 & 2018-19.
8. After award of contract, the firm should deploy the persons with adequate basic knowledge of computer/required applications. Deployment of said person would be subject to verification by this office.
9. The applicant firm must have sound knowledge and experience of Book Keeping & Accountancy in Central / State Government undertaking. The firm must have minimum 3 years' experience during last 5 years of book keeping & accountancy in Central Government / Central Government Autonomous Body / Government of Maharashtra / Government of Maharashtra Autonomous Body. Statutory / Internal Audit experience of Government Undertakings will not be considered. Copy of work order needs to be enclosed as proof of experience. The firm should have sound knowledge of IT skills of office.
10. Copy of PAN, GST, Income Tax Returns of the firm for last three years.
11. 2 Chartered Accountant employees and 10 Semi Qualified Assistants (other than Article / Audit assistants), needs to be deployed for the assignment on full time daily basis during office hours of Authority. Name and qualification of the personnel deployed needs to be informed to the Authority in beginning of the assignment and they shall not be changed without the prior permission of the Authority. The work shall be supervised by the senior partner of the firm on day to day basis. Partner needs to attend various meetings as and when called for.
12. Self declaration for acceptance of terms and conditions duly signed by partner in token of having understood and agreed to the same should be attached along with the technical bid.
13. An affidavit duly notarized stating that the firm (partnership) / company has not been blacklisted nor come any adverse notice by any office of Government / semi-Government / Public Sector undertaking.
14. An undertaking stating that the applicant shall not assign, transfer, pledge or sub contract the performance of services or part of services and shall further undertake to comply with the terms and conditions of the quotation.

(IV) FINANCIAL QUOTATION:

1. ENVELOPE 2 superscribed "Financial Quotation" should contain the Quotation Value in words and rupees as per ANNEXURE - E.

2. The successful bidder shall be provided space, computers, printers, all stationery, consumables, photocopy, printing cartridge, binding charges during the contract period to carry out the assigned work.

(Raju Kumar)

Asstt. Development Commissioner
SEEPZ-SEZ Authority

SCOPE OF WORK:

ACCOUNTS DEPARTMENT

1. Preparation of Balance Sheet for the FY 2018-19 as well as at every quarter ending along with schedules;
2. Preparation of Income & Expenditure account for the FY 2018-19 as well as at every quarter ending with schedules;
3. Statement of Receipt and Payment as prescribed by comptroller and Auditor General of India;
4. Schedules & groupings to the above Financial Statements;
5. Instructions and Accounting Principles;
6. Notes and Instructions for Schedules;
7. Preparation of Budget;
8. Issue of No dues certificate for Rent, Gate pass and Fine & Penalty dues as and when the unit de-bonded / desired.
9. Day to day accounting of Receipts and expenditure.
10. Providing updated outstanding balances of units on regular basis & as and when required by Management;
11. Accounting of Maintenance & Repairs taking into account the utilization Certificate, work completion report by consultant and respective bills.
12. Accounting of Aside work taking into account the utilization certificate, work completion report by consultant and respective bills;
13. Filing of Income Tax Returns / TDS Returns of Authority and DC Office.
14. Filing of GST returns within due dates;
15. Filing of Revised returns of TDS, VAT, TCS of earlier periods if required.
16. Ensuring all Statutory compliance including filing all monthly/Quarterly/Half Yearly/Yearly returns of Authority and DC Office.
17. Calculation of yearly usage charges to be collected from units;
18. Preparation of Accounting data as per format as required by Ministry from time to time;
19. Coordination with CAG/Customs Receipt Audit officials regarding query resolution, Internal auditor, tax auditor with respect to data required from accounts.
20. Drafting of comments on the observations made/queries raised by C&AG Authorities, reply to internal audit queries in respect of accounting issues;
21. Preparation of Annual accounts of the Authority pertaining to a financial Year latest by 30th day of April of subsequent financial year;
22. Compliance report on the observations of C&AG and Public Accounts Committee to be submitted when required by the Govt. of India;
23. Defending the orders issued by any Statutory Authority and also preparing the replies attending hearing in respect of Authority and DC Office and prepare the draft appeal and filing the same after approval of the Competent Authority to the concerned Authority.
24. Day to day reconciliation of Bank accounts, debtors & creditors;
25. Reply to various DAKs/ letters on timely basis;

26. Handling issues of Unit holders through personal meeting as well as telephonic conversation whenever required;
27. Preparation of payment vouchers based on sanctions for onward submission to Pay & Accounts Officer. All work relating to payment after receiving of sanction order;
28. Attending meetings from time to time by Senior Partner;
29. Any other item relating to accounts or book keeping not specifically included here including previous accounting period which is required for accounting and Book keeping.

➤ **BILLING DEPARTMENT**

1. Generation of bills relating to Gate Pass on monthly basis. (approx. 3000 p.m., however, the quantity may vary)
2. Generation of lease rent bills on periodic basis. (approx. 600 p.m., however the quantity may vary)
3. Generation of other bills such as fine & penalty, sale of garbage, guest house, conference hall etc. on regular basis.
4. Generation of debit/credit note for all types of billing if required.
5. Ensuring the delivery of bills to the units.
6. Ensuring bills are updated in Account Branch.
7. Reconciliation of bills generated with software data.
8. Maintenance of proper documentation of billing along with supporting.
9. Receipt of payments from units in form of DDs'/Pay orders (other than cash) and issuing acknowledgment.
10. Confirmation of DDs'/Pay orders in software.
11. Depositing the DDs' etc. in bank and reconciliation of account on day-to-day basis.
12. Ensuring that all payments are updated in the Account Branch.
13. Maintenance of manual register containing details of payment received.
14. Maintenance of manual records of billing work in excel format;
15. Preparing monthly reconciliation of raised Bills, amount released and deposit in the bank and submission of the same to the Estate Manager.
16. Any other item relating to billing not specifically included above.
17. Professional fees for Income Tax Assessment.

: OTHER TERMS AND CONDITIONS :

1.	The successful applicant shall render the services as mentioned in the scope of work, failing which the same will be treated as breach of contract / work order and in that case the Authority will have the right to cancel / terminate the contract / work order, without assigning any reason and EMD amount will be forfeited. No representation will be entertained in this regard.
2.	The successful bidder should conduct the police verification of their authorized employees before entry into the SEEPZ-SEZ premises and the same should be made available to the office as and when required and demanded by the Estate Manager, SEEPZ-SEZ Authority.
3.	The successful applicant shall provide the required manpower and its full particulars including the names and address.
4.	The personnel / employees deployed shall have the required qualification and experience.
5.	The personnel / employees so deployed shall comply with all the rules and regulations and the guidelines provided by the Authority from time to time and further ensure to maintain the discipline during working hours.
6.	The successful applicant shall be solely liable for all the payments / dues of the personnel / employees so deployed by him. The Successful Applicant shall at all time keep the authority indemnified against any claim from its personnel / employees in this regard.
7.	Any financial loss or any damage sustained to the Authority due to any technical and / or procedural lapses on the part of successful applicant or his personnel / employees, the same shall be recovered by the Authority from the successful applicant.
8.	In the event of person deputed by successful applicant being on leave / absent, the successful applicant shall ensure suitable alternative arrangement to make up for such absence.
9.	Any violation or breach of terms and conditions or instruction / guidelines provided by the Authority or suppression of facts on the part of successful applicant or his personal / employees will attract cancellation / termination of the work order / contract without any reason and notice period.
10.	Payment to the successful applicant shall be made on monthly basis on submission of bill and on rendering satisfactory service to the Authority.
11.	In case of any delay caused in compliance / performance of the services according to the scope of work, penalty of Rs. 1,000/- (One Thousand) for such delay will be imposed to Successful Applicant on daily basis.

12.	The successful applicant shall give the acceptance within 3 days from the date of receipt of the work order, failing which the work order issued will be treated as cancelled.
13.	The quotation is not transferable. The successful applicant shall not engage to any sub-contractor or any other organization in any matter and also not permitted to transfer his rights and obligations.
14.	EMD of the successful bidder will be refunded after receipt of Performance Security @ 10% of contract value. This will be forfeited for non compliance of the terms & conditions of the contract / work order. This amount will not bear any interest. The EMD of unsuccessful bidders will be refunded.
15.	The selected firm would be initially appointed by the authority for one year and may be extended upto three years with increase of 10% in fees every year subject to satisfactory performance and at the sole discretion of the authority.
16.	If the services of the successful applicant are not found to be satisfactory, the Authority reserves the right to terminate or cancel the work order at any time during the currency of the contract period without assigning any reasons.
17.	On termination or cancellation of work order / contract, the successful applicant shall not be entitled for any sum or sums, whatsoever, from the Authority by way of compensation, damages or otherwise.
18.	In case of any dispute arising during currency of the contract / work order, the parties shall try to amicably settle and resolve the same. In the event, where such dispute, differences, non-compliance or non-payment cannot be mutually resolved within a reasonable time, the same shall be referred to Arbitration under the provisions of Arbitration and Conciliation Act, 1996 or any other law prevailing for the time being in force. Such matter shall be referred to Arbitration by a sole arbitrator and the sole arbitrator shall be appointed by the SEEPZ SEZ Authority and shall be held in the city of Mumbai at the place and venue as decided by SEEPZ-SEZ Authority in English language. The decision of the sole Arbitrator shall be binding on the parties.

ANNEXURE - A

APPLICATION FOR PROVIDING SERVICES OF CHARTERED ACCOUNTANT FIRM / COMPANY IN SEEPZ-SEZ AUTHORITY FOR F.Y. 2019-20.

1	Name of the Firm	
2	Constitution	
3	Address with PIN Code	
4	Contact Nos. Mobile Landline Email	
5	Date of Establishment	
6	PAN No. of the firm	
7	C&AG empanelment No.	
8	Firm's RBI UCN No.	
9	GST No. of the firm	
10	No. of Partners & Chartered Accountants	Name of the partners and CA employees as on 30/04/2019.
11	Branches of CA firm, if any	
12	Bank details	
13	EMD details	DD no. Name of the Bank Amount
14	Average turnover of Rs. 35.00 lakh of the Firm for each F.Y. 2016-17, 2017-18 & 2018-19.	
15	Details of income tax paid during last 3 years	
16	Experience of minimum 3 years during last 5 years of book keeping & accountancy in Central Government / Government of Maharashtra / Government of Maharashtra Autonomous Body.	Work order or letter of engagement in the name of the firm be submitted year wise
17	List of personnel to be deployed along with name, qualification and experience.	As per Annexure B

(Note – All the supportive documents need to be submitted duly certified and numbered sequentially with respective eligibility criteria)

We confirm that the information furnished above is true and correct and we have not been de-paneled / Black listed by any organization in the past and we fulfill all the conditions of eligibility.

We shall not transfer or sub-contract the services or part of services and shall further undertake to comply with the terms and conditions of the quotation.

We have read the terms, conditions & scope of work stipulated in the tender and understood and agreed to the same. We understand that all conditional tender is liable for rejection. We also understand that the Authority has reserved its right to accept or reject the application without assigning any reasons.

Signature of the Authorised signatory

Name:

Designation:

Name of the Firm:

Address of the Firm:

ANNEXURE - B

PROPOSED LIST OF KEY PERSONNEL DEPLOYED FOR THE ASSIGNMENT

Sr No.	Name	Age	Qualification	Experience
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				

Signature of the Authorised signatory

Name:

Designation:

Name of the Firm:

Address of the Firm:

ELIGIBILITY CRITERIA

Sr No.	Eligibility Criteria	Particulars	Page No.
1	Earnest Money Deposit (EMD) for Rs. 3,20,000/- (Rupees Three Lakh Twenty Thousand) in the form of demand Draft / pay order drawn on any nationalized or scheduled bank in favour of "SEEPZ Special Economic Zone Authority Fund" payable at Mumbai.	DD no. Name of the Bank Amount	On top of the technical quotation
2	The applicant must be a Chartered Accountant Firm / Company. having 2 Chartered Accountants employees as on 30/04/2019.	No. of Partners: No. of CA Employees: Attach copy of certificate downloaded from ICAI website duly certified as on 30/04/2019.	
3	The firm should be in practice for more than 10 years.	Date of establishment: Attach copy of certificate downloaded from ICAI website duly certified as on 30/04/2019.	
4	The firm must have office in Mumbai or sub-urban district as per CA record.	Office address: Attach copy of certificate downloaded from ICAI website duly certified as on 30/04/2019.	
5	The firm is empaneled with C&AG of India.	Attach C&AG Registration letter	
6	Average turnover of the firm not less than 35.00 lakhs for each financial year 2016-17, 2017-18 & 2018-19.	Gross receipts for FY 2016-17, 2017-18 & 2018-19: Attach Audited CA Certified financial statements of the firm for each FY 2016-17, 2017-18 & 2018-19.	
7	The manpower proposed to be deployed by the firm in this office should have sound knowledge of	Name partners:	

	various software applications required for discharge of duties as prescribed under the scope of work.		
8	The applicant firm must have sound knowledge and experience of Book Keeping & Accountancy in Central / State Government undertaking. The firm must have minimum 3 years' experience during last 5 years of book keeping & accountancy in Central Government / Central Government Autonomous Body / Government of Maharashtra / Government of Maharashtra Autonomous Body. Statutory / Internal Audit experience of Government Undertakings will not be considered.	Attach copy of year wise work order or letter of engagement in the name of the firm along with technical bid.	
9	Copies of PAN, GST, Income Tax Returns of the Firm for Last three years.	PAN No. :Attach copy GST No. :Attach copy Attach IT return of the firm for last 3 years	
10	The firm should have UCN issued by RBI.	Attach copy of UCN	
11	2 Chartered Accountant employees and 10 Semi Qualified Assistants (other than Article / Audit assistants), needs to be deployed for the assignment on full time daily basis during office hours of Authority. Name and qualification of the personnel deployed needs to be informed to the Authority in beginning of the assignment and they	As per Annexure - B	

Method of Selection:

Financial proposals of only those firms which are declared technically qualified shall be opened. In deciding the final selection of the agency / company, the technical quality of the proposal will be given a weightage of 50% on the basis of criteria for pre-qualification. The price bids of only those agencies / companies who qualify technically will be opened. The proposal with the lowest cost will be given a financial score of 100 and the other proposal given financial scores that are inversely proportional to their prices. The financial proposal shall be allocated a weightage of 50%. For working out the combined score, the employer will use the following formula:

i) Total points = $(0.5 \times T(s)) + (0.5 \times 100 \times \text{LEC}/\text{EC})$, where T(s) stands for technical score, EC stands for Evaluated Cost of the Financial Proposal, LEC stands for Lowest Evaluated Cost of the Financial Proposal.

ii) Example: Suppose 3 firms A, B, C submit bids and the Technical Evaluation Committee awards them 75, 80 and 90 Marks respectively. Since all the three bidders qualified the Technical Evaluation, their Financial bids were opened and the following were the quoted prices of the three firms:-

A - Rs.120

B - Rs.100

C - Rs.110

(B becomes lowest evaluated cost). The points will be awarded as follows:

A $100/120 \times 100 = 83$ points

B $100/100 \times 100 = 100$ points

C $100/110 \times 100 = 91$ points

In the combined evaluation, thereafter, the Evaluation Committee calculated the combined Technical & Financial score as under:-

Proposal A: $75 \times 0.50 + 83 \times 0.50 = 79$ points

Proposal B: $80 \times 0.50 + 100 \times 0.50 = 90$ points

Proposal C: $90 \times 0.50 + 91 \times 0.50 = 90.5$ points

Three proposals in the combined technical & financial evaluation will be ranked as under:

A: 79 points: 113

B: 90 points: 112

C: 90.5 points: 111

Proposal C, with the highest total points will thus be recommended for award of contract.

The Client reserves the right not to accept the lowest bid.

Technical Evaluation:

Sr. No.	Criteria	Documents required	Marks Distribution	
			Years	Marks
1	No. of years of experience (for completed years) of conducting book keeping & accounting and billing work.	Copy of work order should be enclosed along with technical bid.	10 - 15	7
			16 - 20	14
			21 & above	20
			Max. Marks	20
2	Average turnover of the company / agency should be Rs. 35.00 lakh in each F.Y. 2016-17, 2017-18 & 2018-19.	Balance sheet of the company / CA certified certificate showing the average turnover of Rs. 35.00 lakh during each F.Y. 2016-17, 2017-18 & 2018-19.	Turnover	Marks
			35 - 199 lakh	7
			2 - 3.5 Cr.	14
			3.51 Cr. & above	20
			Max. Marks	20
3	Full time FCA partners	The firms should have min. 2 FCA	No. of FCA	Marks
			2 - 4	7
			5 - 8	14
			9 & above	20
			Max. Marks	20

4	Evaluation and Assessment based on the plan on following-	Action plan for (i) & (ii) in hard copy should be enclosed along with technical bid.	
	(i) Methodology of supervision & deployment of qualified manpower.		5
	(ii) Reporting System, feedback / Audit		5
			Max. Marks 10

Note: 50% weightage will be given to Technical Bid and 50% weightage will be given to Financial bid. Financial bid of only those company / agency, which secure a minimum of 35 marks out of 70 in Technical evaluation, will be opened.

FINANCIAL PROPOSAL FORMAT

Financial Proposal

Category	Fees per month (INR)	Total Fee for 12 months (INR)
Professional fees for Book Keeping, Accountancy & Billing services.		

Total Fees quoted by the firm

Total fee* quoted in figures:	
Total fee* quoted in words:	

* Total fees quoted shall be inclusive of professional fees & out of pocket expenses. The authority shall not entertain any other claims over and above the fees specified in the financial proposal. No additional fees will be paid by the authority for time over run.

*SEEPZ-SEZ Authority is exempted from payment of GST, hence no GST payment will be made.

* CA partners / CA employees are required to visit Authority office on all working days.

Signature of the Authorised signatory

Name:

Designation:

Name of the Firm:

Address of the Firm:

**SEEPZ SPECIAL ECONOMIC ZONE AUTHORITY
GOVERNMENT OF INDIA
MINISTRY OF COMMERCE & INDUSTRY
MUMBAI**

AGENDA ITEM NO. 09

A) Proposal:

Annual Maintenance Contract for Mechanized/ Manual Cleaning work and Housekeeping Services for SEEPZ SEZ campus as well as SEEPZ Residential Complex (Govt. Quarter) for the year 2020-21.

B) Specific issue on which decision of Authority is required:

Approval for Annual Maintenance Contract for Mechanized/ Manual Cleaning work and Housekeeping Services for SEEPZ SEZ campus as well as SEEPZ Residential Complex (Govt. Quarter) for the year 2020-21.

C) Relevant provision of SEZ Act, 2005 & Rules:

Section 34 of SEZ Act, 2005 and Rule 7 (1) of SEZ Authority Rules 2009.

D) Other information:

The Proposal for appointment of new agency for "Mechanized/ Manual Cleaning work and Housekeeping Services for SEEPZ SEZ campus as well as SEEPZ Residential Complex (Govt. Quarter) for the year 2019-20" was placed in 37th Authority Meeting held on 24/10/2019. Committee approved the proposal and accordingly tender has been awarded to M/s. Orient Services for Mechanized/ Manual Cleaning work and housekeeping Services of SEEPZ SEZ campus as well as SEEPZ Residential Complex for the year 2019-20 @ Rs. 21,25,500/- per month, vide work order no SEEPZ-SEZ/EMS/GC/CC/74/2018-19/VOL-I/21331 dt. 01.11.2019.

However, tender will expired on 31.10.2020. The service provider vide communication dt. 29.07.2020 has conveyed their willingness and requested to extend contract for financial year 2020-21 on same rate and terms & conditions, as stipulated in the tender notice dt. 18.07.2019 & work order dt. 01.11.2019.

Attention is invited to clause of
"CANCELLATION/REJECTION/TERMINATION/EXTENSION OF
CONTRACT" Sub Point (7) & (8) of the Tender Notice dt. 18.07.2019 and work
order dt.01.11.2019, wherein it is stipulated that:

1. *If the contractor shall desire an extension of the time for completion of the work on the ground of his having been unavoidably hindered in its execution or on any other ground, he shall apply in writing to the Estate manager before the expiration of the period stipulated in the tender or before the expiration of 30 days from the date on which he was hindered as aforesaid or join which the case for asking for extension occurred, which is earlier ever and the Estate Manager may, if, in his opinion, there are reasonable grounds for granting an extension, grant such extension as he thinks necessary or proper. The decision of the Estate Manager in this matter shall be final. Also if the zone Administration wishes to extend the mechanized/ manual cleaning work and housekeeping services contract, the same will be done at the same rate as approved under the tender clause.*
2. *The time limit for the completion of the work shall be extended in the proportions that the increase in its cost occasioned by alteration/ additions bears to the cost of the original contract work and the certificate of the Estate Manager as to such proportions shall be conclusive.*

As their contract will expired on 31.10.2020, it is proposed that their existing contract may be extended for a further period of one year without any escalation in their professional fees.

E) Recommendation:

The proposal for extension of existing contract of "Mechanized/ Manual Cleaning work and Housekeeping Services for SEEPZ SEZ campus as well as SEEPZ Residential Complex (Govt. Quarter) for a further period of one year i.e. 2020-21 is placed before the Authority Meeting for consideration.

**MINUTES OF THE 37TH AUTHORITY MEETING HELD ON 24.10.2019
UNDER THE CHAIRMANSHIP OF DEVELOPMENT COMMISSIONER &
CHAIRPERSON, SEEPZ-SEZ AUTHORITY.**

The following were present:

- | | | | |
|-------|--|---|------------------|
| (i) | Shri. Devendra Singh
Dy. DGFT, Mumbai | - | Member |
| (ii) | Shri. Shishir B Nevatia
Director, M/s. Surjewels Pvt Ltd. | - | Member |
| (iii) | Shri C.P.S. Chauhan
JDC, SEEPZ-SEZ | - | Member/Secretary |
| (iv) | Shri Keshav Jadhav
ADC (Estate) | | |
| (v) | Shri. Raju Kumar
ADC (Admn.) | | |

The Chairperson welcomed the Members of the SEEPZ-SEZ Authority and thereafter Agenda was taken up for discussion.

Confirmation of the Minutes of the 37th Meeting held on 20.09.2019.

The Minutes of the meeting held on 20.09.2019 were with consensus.

**Agenda Item No. 1: Proposal for AMC for Operation and Maintenance of 5 TPD
"NISARGRUNA" Bio-as Plant**

The Authority was briefed about the functionality, operation and maintenance of the existing Bio-gas Plant and the generation of gas from the wet waste.

After deliberation, the Authority approved the proposal of AMC for Operation and Maintenance of 5 TPD "NISARGRUNA" Bio-gas Plant granted awarded to M/s. Aviplast for a period of three years w.e.f. 15.10.2019 @ Rs. 1,78,000/- per month and with an increased escalation of 10% every year and the onetime cost of repairing of existing plant to stop the leakages @ Rs. 6,17,000/- Authority also directed to execute the Agreement on priority basis.

Further the Authority held the view that two Sub-Committees may be constituted comprising of 3 members viz. Estate Manager and One nominee each of SGJMA & SEEMA who have some expertise in the said field :-

Agenda Item no. 21 : Proposal for implementation of Solar Power Project by MEDA and appointment of PMC @ 3% consultancy Charges

The Authority was briefed conveying that the proposal for implementation of the Solar Power Project was placed in the 34th Authority meeting held on 11.05.2018 and the Authority approved the implementation of the project from concept to commissioning by MEDA with PMC charges @ 1%. However, since MEDA had submitted the revised charges @ 3% consultancy charges and the scope of work the proposal was placed before the Authority.

After deliberation, the Authority examined the proposal and held the view that the present proposal of solar power plant is only for 5 MW and looking at the requirements at the Zone, the possibility of a 25 MW Power project may be explored, which may be implemented in co-ordination with MEDA @ 1% PMC consultancy charges only as approved in the 34th Authority meeting held on 11.05.2018.

Table Agenda Item No. 1 : Proposal for hiring of new agency for Mechanized/ Manual cleaning work and housekeeping services for SEEPZ Zone and Residential Complex for year 2019-20

The Authority observed that the existing contract awarded to M/s. Hygiene Everywhere Solutions had expired and the office initiated the process of tendering for hiring new agency. The Applications thus received were scrutinized by the Committee after due evaluation by the Committee unanimously recommended/suggested the name of the new agency viz. M/s. Orient Services as per the technical specifications.

After deliberation, the Authority approved the contract awarded to the new agency for mechanized/manual cleaning work and housekeeping services for the SEEPZ Zone and Residential Complex for the year 2019-20 w.e.f. 01.11.2019 to 31.10.2020 to M/s. Orient Services @ Rs. 21,25,500/- per month.

Table Agenda Item No. 2 : Proposal for engaging executive for cyber crime

The Authority was briefed about the theft/leakages of the SEEPZ data from the system and the problems being faced on-line system and the reason for engaging the executive for avoiding such incidence in future and for administrative safety/security and for prevention of cyber crime which happened in the past.



Delivering Quality Service

Date:- 29-7-2020

ms. Neha
29.7.2020
the post up
ms. Neha

To
The Development Commissioner,
SEEPZ Special Economic Zone,
Andheri East,
Mumbai-400096

Sub: Request for extension of existing House Keeping contract for further period of 01 year.

Ref.: Work order No. SEEPZ-SEZ/EMS/GC/CC/74/2018-19/21331 dated 01/11/2019.

Respected sir,

With reference to the subject cited above, this is to inform that the existing House Keeping contract awarded to M/s Orient Services is going to be expired on 31st October, 2020.

Further, as per para 8 "CANCELLATION/REJECTION/TERMINATION/EXTENSION OF CONTRACT" of tender notice dated 28/07/2019, inter alia stipulated that "administration wishes to extend the mechanised/manual cleaning work and housekeeping services contract, the same will be done at the same rate, as approved under the tender clause".

In addition, it is pertinent to mention here that M/s Orient Services is giving its best services to SEEPZ amicably and committed towards sparing best services to their clients.

We also believe that the campaign driven by the Hon'ble Prime Minister of India for "Swaccha Bharat Abhiyan" is very crucial and we are also the part of this abhiyan and committed towards all cleanliness related aspects.

HEAD OFFICE

ORIENT SERVICES

Office No. 711, Corporate Annexe, Sonawala Road, Near Udyog Bhavan, Goregaon (E), Mumbai - 400 063, Maharashtra, India,

An ISO 9001:2015 CERTIFIED COMPANY

Tel: +91 22 2893 0922

clientsupport@orientservices.in / www.orient.in

CIN NO. U74120MH2012PTC229629



Delivering Quality Service

Keeping in view of the above, M/s Orient Services is desire to continue the existing House Keeping contract for further one more year on same rate and terms and conditions, as stipulated in the tender notice & work order and will spare its best services to SEEPZ SEZ.

Response in this regard would be highly obliged.

Thanking you.

Yours faithfully

M/s Orient Services



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CIN NO. U74120MH2012PTC229629



Revised

सीपज़ विशेष आर्थिक क्षेत्र प्राधिकरण
सीपज़ सेवा-केन्द्र भवन, सीपज़-विआक्षे
अंधेरी (पूर्व), मुंबई - 400 096.

SEEPZ SPECIAL ECONOMIC ZONE AUTHORITY
SEEPZ SERVICE CENTRE BUILDING, SEEPZ-SEZ,
ANDHERI (E), MUMBAI - 400 096.

No. SEEPZ-SEZ/EMS/GC/CC/74/2018-19/Vol-I/21331

Dated 01/11/2019

To,
M/s Orient Services,
22, Ground Floor, Hariom Plaza,
M.G. Road, Near S.T. Depot,
Behind Omkareshwar Temple,
Borivali (East),
Mumbai - 400066

Sub: Work order for Mechanized / Manual Cleaning work and Housekeeping Services for SEEPZ-SEZ campus as well as SEEPZ Residential Complex (Govt. Quarters) for the Year 2019-20.

Sir,

Please refer to your quotation dated 23/08/2019 for subject.

In this connection, this is to inform that your quotation of Rs. 21,25,500/- (Rupees twenty one lakh twenty five thousand five hundred) per month for subject work has been accepted by the Competent Authority on following terms & conditions:-

Sr. No.	Name of work	Value of the contract for the year 2019-20
1	Mechanized / Manual Cleaning work and Housekeeping Services for SEEPZ-SEZ campus as well as SEEPZ Residential Complex (Govt. Quarters) for the Year 2019-20.	Rs. 21,25,500/- (Rupees twenty one lakh twenty five thousand five hundred) per month.

Terms & conditions:-

❖ **RESOURCES USED ON SITE:-**

1. **Supply of materials by the contractor:**

M/s Orient Services will provide every article which may be necessary and requisite for the due and proper execution of the several works included in contract.

अध्यक्ष Chairperson 28290856

सचिव Secretary 28294770

प्रबंधक (संपदा) Manager (Estate) 28294770

फैक्स / Fax : 28291385 / 28291754

ई-मेल / E-mail : dcseepz-mah@nic.in

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सीपज़ विशेष आर्थिक क्षेत्र प्राधिकरण के बढ़ते कदम - राजभाषा के संग

2. Action in case of improper materials and workmanship:

If in the opinion of the Estate Manager, any work or any part thereof is executed with improper materials or defective workmanship, M/s Orient Services shall when required by the Estate Manager, forthwith re-execute the same and substitute proper material and workmanship and in case of default by M/s Orient Services in so doing within a week from the date of the requisition, the Estate Manager, shall have full power to employ other persons to re-execute the work and cost there of shall be borne by M/s Orient Services.

3. The quotation will be inclusive of cost of materials required for the execution of the contract. The quality type and make materials used in the work shall be as per samples approved by the Estate Manager.
4. Metered water supply will be made available to M/s Orient Services and water consumed will be charged at the prevailing rate subject to change as decided by SEEPZ SEZ Authority from time to time. The charges for water connection providing meter shall be borne by M/s Orient Services shall at his own expense make all necessary provisions for water supply and sanitary arrangements for employees.
5. Mechanical devices will have to be used for all rounds / pavements and other large surfaces.

❖ ACTION TAKEN AGAINST DAMAGES OR UNSATISFACTORY WORK:

1. Action when the progress of any particular portion of the work is unsatisfactory:

If the progress of any particular portion of the work is unsatisfactory the Estate Manager shall, notwithstanding that the general progress of the work is in accordance with the conditions mentioned be entitled to take action after giving M/s Orient Services 10 days notice in writing. M/s Orient Services will have no claim for compensation, for any loss sustained by him owing to such action.

2. Action and compensation payable in case of backlog / delay:

If at any time before security deposit is refunded to M/s Orient Services, it shall appear to the Estate Manager or his subordinate in-charge of the work, that any works have been executed with unsound, imperfect or unskillful workmanship or with materials or articles provided for the execution of the work are unsound, or of a quality inferior to that contracted, it shall be lawful for the Estate Manager to intimate this fact in writing to M/s Orient Services

and then notwithstanding the fact that the work, materials or articles complained or any have been inadvertently passed, certified and paid for, M/s Orient Services shall be bound to forthwith rectify or remove or reconstruct the work so specified in whole or in part, as the case may require, or if so required, shall remove the materials or articles so specified and provide other proper and suitable materials or articles at own charge and cost. In the event of failing to do so within in the limit aforesaid, M/s Orient Services shall be liable, to pay compensation at the rate of 1% on the amount of the estimated cost for every day not exceeding 10 days, during which the failure so continues and in the event of any such failures as aforesaid the Estate Manager may rectify or remove and re-execute the work or remove and replace the material / articles complained of, as the case may be, at the risk and expenses in all respects of M/s Orient Services, should the Estate Manager consider that any such inferior work or materials as described above is not acceptable, then it will be straight way rejected.

3. Responsibility of M/s Orient Services for damage or fire etc.:

From the commencement of the work to the completion of the same, M/s Orient Services will take all precautions during the execution of work. The work shall be under M/s Orient Services charge. M/s Orient Services will be held responsible for any damage done to the same by fire or any other cause and shall be liable to make good all such damages and to carry out any repairs which may be rendered necessary to the same by fire or other causes and are to hold the SEEPZ SEZ Authority harmless from any claims for injuries to persons or structural damage, damage to property happening from any neglect or default or want of proper care or misconduct on the part of M/s Orient Services or any of their employee during the execution of the work.

4. M/s Orient Services liable for damage done and for imperfections:

If during the period of NIL Months from the date of completion as certified by the Estate Manager or NIL Months after commissioning the work, whichever is earlier in the opinion of the Estate Manager, the said work is defective in any manner whatsoever, M/s Orient Services will forthwith on receipt of notice in that behalf from the Estate Manager, duly commence execution and completely carry out at own cost in every respect all the work that may be necessary for rectifying and setting right the defects specified therein strictly in accordance with and in the manner prescribed and under the supervision of the Estate Manager. In the event of M/s Orient Services failing or neglecting to commence execution of the said rectification work within the period prescribed therefore in the said notice and or to complete the same as aforesaid as required by the said notice, the Estate Manager shall get the same executed and carried out departmentally or by any other agency at the risk on account and at the cost of M/s Orient Services. M/s Orient Services

will forthwith on demand pay to the SEEPZ-SEZ Authority the amount of such costs, charges and expenses sustained or incurred by the SEEPZ-SEZ Authority of which the certificate of the Estate Manager will be final and binding on M/s Orient Services such costs, charges and expenses will be deemed to be arrears of land revenue and in the event of M/s Orient Services failing or neglecting to pay the same on demand as aforesaid without prejudice to any other rights and remedies of the SEEPZ-SEZ Authority.

SEEPZ-SEZ Authority the same will be recovered from M/s Orient Services as arrears of land revenue. The SEEPZ-SEZ Authority will also be entitled to deduct the same from any amount which may then be payable or which may thereafter become payable by the SEEPZ-SEZ Authority to M/s Orient Services either in respect of the said work or any other work whatsoever or from the amount of security deposit retained by SEEPZ-SEZ Authority (of which the certificate of the Estate Manager will be final) from any sums that may then be due or may thereafter become due to M/s Orient Services; or from security deposit.

5. M/s Orient Services is liable for damages arising from non-provisions of lights, fencing etc.:

M/s Orient Services shall also supply without charge the requisite number of persons with the means and materials necessary for the purpose of setting out works, and counting, weighing and assisting the measurement or examination at any time and from time to time of the work or the materials. M/s Orient Services shall be bound to bear expenses of defense of every suit, action or other legal proceedings, that may be brought by any persons for injury sustained owing to neglect of the above precautions, and to pay any damages and costs which may be awarded in any such suit, action or proceedings to any such person, or which may with the consent of M/s Orient Services be paid for compromising any claim by any such person.

6. M/s Orient Services will provide suitable scaffolds and working platforms, ganeways and stair ways, and shall comply with the following regulations in connection therewith:

- (a) Suitable scaffolds will be provided for workmen for all work that cannot be safely done from a ladder or by other means.
- (b) A scaffold will not be constructed, taken down, or substantially altered, except:-
 - (i) Under the supervision of a competent and responsible person and

- (ii) As far as possible by competent workers possessing adequate experience in this kind of work.
- (c) All scaffolds and appliances connected therewith and all ladders shall:-
 - (i) Be of sound materials.
 - (ii) Be of adequate strength having regard to the loads and strains to which they will be subjected; and
 - (iii) Be maintained in proper condition.
- (d) Scaffold shall be so constructed that no part thereof can be displaced in consequence of normal use.
- (e) Scaffolds shall not be overloaded and so far as practicable the load shall be evenly distributed.
- (f) Before installing lifting gear on scaffolds special precautions shall be taken to ensure the strength and stability of the scaffolds.
- (g) Scaffolds shall be periodically inspected by a competent person.
- (h) Before allowing a scaffold to be used by workmen M/s Orient Services will, whether the scaffold has been erected by workmen or not, take steps to ensure that it complies fully with the regulations herein specified;
 - (i) Working platforms, gangways and stairways shall:-
 - (ii) Be so constructed that no part thereof can sag unduly or unequally
 - (iii) Be so constructed and maintained, having regard to the prevailing conditions as to reduce as far as practicable risks or persons tripping or slipping; &
 - iv. Be kept free from any unnecessary obstructions.
- (i) In the case of working platforms, gangways, working places and stairways at a height exceeding eight feet:-
 - (i) Every working platform and every gangway shall be closely boarded unless other adequate measures are taken to ensure safety.
 - (ii) Every working platform and gangway shall have adequate width; and
 - (iii) Every working platform, gangway, working place and stairway shall be suitably fenced.

- (j) Every opening in the floor of a building or in a working platform will, except for the time and to the extent required to allow the access of persons or the transport of shifting of material, be provided with suitable means to prevent the fall of persons or material.
- (k) When persons are employed on a roof where there is a danger of falling from a height exceeding six feet suitable precautions will be taken to prevent fall of persons or material.
- (l) Suitable precautions will be taken to prevent persons being struck by articles which might fall from scaffolds or other working places.
- (m) Safe means of access will be provided to all working platforms and other working places.

7. Measure for prevention of fire:

M/s Orient Services will not set fire to any standing jungle, trees, brushwood or grass without written permission from the Estate Manager. When such permission is given, and also in all cases when destroying cut or dug up trees, brushwood, grass etc. by fire, M/s Orient Services will take necessary measures to prevent such fire spreading to or otherwise damaging surrounding property.

8. Liability of M/s Orient Services for any damage done in or outside work area:

Compensation for all damage done intentionally or unintentionally by M/s Orient Services's labour whether in or beyond the limits of SEEPZ-SEZ Authority property including any damage caused by the spreading of fire mentioned above will be estimated by the Estate Manager or such other officer as he may appointed and the estimates of the Estate Manager subject to the decision of the Chairperson on appeal will be final and M/s Orient Services will be bound to pay the amount of the assessed compensation on demand failing which the same will be recovered from M/s Orient Services as damages in the manner prescribed above or deducted by the Estate Manager from any sums that may be due or become due from SEEPZ-SEZ Authority to M/s Orient Services under this contract or otherwise. M/s Orient Services will bear the expenses of defending any action or other legal proceedings that may be brought by any persons for injury sustained by him owing to neglect of precautions to prevent the spread of fire and he will pay any damages and cost that may be awarded by the court in consequence.

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9. Penalty:

SEEPZ-SEZ Authority shall reserve the right to impose penalty for short deployed the staff / in-punctuality or non-clarity in work on the housekeeping services agency. A penalty which may extend up to Rs. 5,000/- each event.

❖ PAYMENTS AND COMPENSATIONS:

1. Extra charges for any item of work shall not be allowed unless the work to which it is related is clearly within the spirit and meaning of the specification or unless such works are ordered in writing by the Estate Manager. M/s Orient Services will pay directly to the concerned authorities all rates, taxes, royalties and other charges. M/s Orient Services will also comply with all requirements of health department of the concerned Municipality.
2. Receipt for payments made on account of any work, when executed by M/s Orient Services, will also be signed by all the partners except where M/s Orient Services are described in their tender as a firm, in which case the receipt shall be signed in the name of the firm by one of the partners, or by some other person having authority to give effectual receipt for the firm.
3. No receipt for any payment alleged to have been made by a M/s Orient Services in regard to any matter relating to this tender or the contract shall be valid and binding on SEEPZ-SEZ Authority unless it is signed by the Estate Manager.
4. Compensation for delay:

The time allowed for carrying out the work as entered in the tender will be strictly observed by M/s Orient Services and will be reckoned from the date on which the order commence work is given to M/s Orient Services
5. In any case in which under any clause(s) of this contract, M/s Orient Services will have rendered himself liable to pay compensation amounting to the whole of this security deposit (whether paid in one sum or deducted by installments) or in case of the abandonment of work owing to serious illness or death of the contractor or any other cause, the Estate Manager on behalf of SEEPZ-SEZ Authority shall have power to adopt any of courses, as he may think suited to the interest of SEEPZ-SEZ Authority.
6. Final Certificate:

On completion of the work, M/s Orient Services will be furnished with the certificate by the Estate Manager of such completion, but no such certificate will be given nor will the work be considered to be complete until M/s Orient

Services will have removed from the premise on which the work shall have been executed all scaffolding, surplus materials and rubbish and shall have cleaned off the dirt from all woodwork, doors, windows, walls, floor or other parts of any buildings, in or upon which the work has been executed, or of which he may have had possession for the purpose of executing the work, nor until the works shall have been measured by the Estate Manager or where the measurements have been taken by his subordinates until they have received the approval of the Estate Manager, the said measurements being binding and conclusive against M/s Orient Services If M/s Orient Services shall fail to comply with the requirements of this clause as to the removal of scaffolding, surplus materials and rubbish, and cleaning off dirt on / before the date fixed for the completion of the work, the Estate Manager may, at the expense of M/s Orient Services, remove such scaffolding, surplus materials and rubbish and dispose of the same as he thinks fit and clean off such dirt as aforesaid and M/s Orient Services will forthwith pay the amount of all expense so incurred, but will have no claim in respect of any such scaffolding or surplus materials as aforesaid except for any sum actually realized by the sale thereof.

7. Payments on intermediate certificates to be regarded as advances:

No payment shall be made for any work, estimated to cost less than Rs. 1000/- till after the whole of the work shall have been completed. But in the case of works estimated to cost more than Rs. 1000/-, M/s Orient Services will on submitting a monthly bill therefore, be entitled to receive payment proportionate to the part of the work then approved and passed by the Estate Manager, whose certificate of such approval and passing of the sum so payable shall be final and conclusive against M/s Orient Services All such intermediate payments will be regarded as payments by way of advance against the final payments only and not as payments for work actually done and completed, and will not preclude the Estate Manager from requiring any bad, unsound, imperfect or unskillful work to be removed or taken away and reconstructed or re-erected, nor shall any such payment be considered as an admission of the date performance of the contract or any part thereof in any respect or the accruing of any claim, nor shall it conclude, determine, or affect in any other way the powers of the Estate Manager as to the final settlement and adjustment of accounts or otherwise, or in any other way vary or affect the contract. The final bill will be submitted by M/s Orient Services within one month of the date fixed for the completion of the work, otherwise, the Estate Manager's certificate of the measurements and of the total amount payable for the work will be final and binding on all parties.

8. Payment at reduced rates on account of items of work not accepted as completed to be at the discretion of Estate Manager:

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The rates for several items of works estimated to cost more than Rs. 1000/- agreed to within, will be valid only when the item concerned is accepted as having been completed fully in accordance with the sanctioned specifications. In cases where the items of work are not accepted as so completed the Estate Manager may make payment on account of such items at such reduced rates as he may consider reasonable in the preparation of final or on account bills.

9. Bills to be submitted monthly:

A bill will be submitted by M/s Orient Services each month on or before the date fixed by the Estate Manager for all work executed in the previous month, and the Estate Manager shall take or cause to be taken the requisite measurement for the purpose of having the same verified, and the claim, so far as it is admissible, shall be adjusted, if possible, within 10 days from the presentation of the bill.

Bills to be on printed forms:

M/s Orient Services will submit all bills on the printed forms to be had on application at the office of the Estate Manager. The charges to be made in the bills shall always be entered at the rates specified in the tender or in the case of any extra work ordered in pursuance of these conditions, and not mentioned or provided for in the tender, at the rate hereinafter provided for such work.

10. No claim to any payment or compensation for alteration in, or restriction of work:

If at any time after execution of the contract documents the Estate Manager will, for any reason whatsoever (other than default on the part of M/s Orient Services for which SEEPZ-SEZ Authority is entitled to rescind the contract) desire that the whole or any part of the work specified in the tender should be suspended for any period or that the whole or part of the work should not be carried out at all he will give to M/s Orient Services a notice in writing of such desire and upon the receipt of such notice M/s Orient Services will forthwith be required after having the regard of the appropriate stage at which the work should be stopped or suspended so as not to cause any damage or injury to the work already done or endanger the safety thereon provided that the decision of the Estate Manager as to the stage at which the work or any part of it could be or could have been safely stopped or suspended shall be final and conclusive against M/s Orient Services M/s Orient Services will have no claim to any payment or compensation whatsoever by reason of or in pursuance of any notice as aforesaid on account of any suspension, stoppage or curtailment except to the extent specified hereinafter.

11. Time limit for unforeseen claims:

Under no circumstances whatever shall M/s Orient Services be entitled to any compensation from SEEPZ-SEZ Authority on any account unless M/s Orient Services will have submitted a claim in writing to the Estate Manager within 01 month of the cause of such claim occurring.

12. Sum payable by way of compensation to be considered as reasonable compensation without reference to actual loss:

All sums payable by M/s Orient Services by way of compensation under any of these conditions will be considered as a reasonable compensation to be applied to the use of SEEPZ-SEZ Authority without reference to the actual loss or damage sustained, and whether any damage has or has not been sustained.

13. Payment of quarry fees and royalties:

All quarry fees, royalties, GST dues and ground rent for stacking materials, if any, should be paid by M/s Orient Services

14. Claim for compensation for delay in starting the work:

No compensation will be allowed for any delay caused in the starting of the work, in the case of clearance works, on account of any delay in according sanction to estimates.

15. Claim for compensation for delay in the execution of work:

No compensation will be allowed for any delay in the execution of the work on account of water standing in borrows pits or compartments.

16. Entering upon or commencing any portion or work:

M/s Orient Services will not enter upon or commence any portion of work except with the written instructions of the Estate Manager of the work. Failing such authority M/s Orient Services will have no claim to ask for measurements of or payment for work.

17. Method of payment:

Payment to M/s Orient Services will be made by cheques drawn on any Nationalized Bank.

18. The rates to be quoted by M/s Orient Services must be inclusive of GST. No extra payment on this account will be made to M/s Orient Services

19. M/s Orient Services will submit bill on monthly basis. After receipt of bill, the Committee will inspect cleaning related works and submit its report to the Estate Manager for payment. There will be separate bill raised by M/s Orient Services for mechanized / manual cleaning work and housekeeping services.

❖ **MANPOWER UTILIZATION ON THE SITE:**

1. M/s Orient Services must pay minimum wages as prescribed under the law. The labourer's contribution to be deposited to PF / ESI with employee's contribution.
2. No work will be done on Sunday without the sanction in writing of the Estate Manager.
3. **Compensation under the Workmen's Compensation Act:**

M/s Orient Services will be responsible for and will pay any compensation to workmen payable under the Workmen's Compensation Act, 1923 (VIII of 1923), hereinafter called the said Act for injuries caused to the workmen. If such compensation is paid by SEEPZ-SEZ Authority as principal under Sub-Section (1) of Section 12 of the said Act on behalf of M/s Orient Services, it will be recoverable by SEEPZ-SEZ Authority from M/s Orient Services under Sub-Section (2) of the said section. Such compensation will be recovered in the manner laid down above. M/s Orient Services will be responsible for and shall pay the expenses of providing medical aid to any workman who may suffer a bodily injury as a result of an accident.

4. **M/s Orient Services will provide all necessary personal safety equipment like gloves, masks and safety gears. First Aid apparatus available for the use of the persons employed on the site, shall maintain the same conditions suitable for immediate use at any time and shall comply with the following regulations in connection herewith:-**

- i. The workers shall be required to use the equipment so provided by M/s Orient Services and M/s Orient Services will take adequate steps to ensure proper use of the equipment by those concerned.
- ii. When work is carried on in proximity to any place where there is a risk of drowning all necessary equipment will be provided and kept ready for use and all necessary steps will be taken for the prompt rescue of any person in danger.
- iii. Adequate provision will be made for prompt first aid treatment of all injuries likely to be sustained during the course of the work.

5. **Minimum age of person employed and involvement of any animals and the payment of fair wages:**

- i. M/s Orient Services will not employ any person who is under the age of 18 years.

- ii. The Estate Manager is authorized to remove from the work any person / animal found working which does not satisfy these conditions and no responsibility will be accepted by the SEEPZ-SEZ Authority for any delay caused in the completion of work by such removal.
- iii. M/s Orient Services will pay fair and reasonable wages to the workmen employed by them in the contract undertaken by them. In the event of any dispute arising between M/s Orient Services and his workmen on the grounds that the wages paid are not fair and reasonable the dispute will be conclusive and binding on M/s Orient Services but such decision will not in any way affect the conditions in M/s Orient Services regarding the payment to be made by SEEPZ-SEZ Authority at the sanctioned tender rates.
- iv. M/s Orient Services will at his own expenses make all necessary provision for water supply and sanitary arrangements for the employees. Similar amenities will be provided to the workers engaged on large work in urban area.

6. Employment of Scarcity Labour:

If Government declares a state of scarcity or famine to exist in any village situated within 10 miles of work, M/s Orient Services will employ upon such parts of the work, as are suitable for unskilled labour, any person certified to him by the Estate Manager or be any person to whom the Estate Manager may have delegated this duty in writing to be in need of relief and shall be bound to pay to such persons wages not below the minimum which the Government may have fixed in this behalf. Any dispute which may arise in connection with the implementation of this clause will be decided by the Estate Manager whose decision shall be final and binding on M/s Orient Services

7. M/s Orient Services would as far as possible obtain requirement of labour, skilled and unskilled from the nearest Employment Exchange.
8. The provision regarding contractor's labours provisioning the Contract Labour (Regulation & Abolition) Act, 1970 with the Maharashtra Contract Labour (Regulation & Abolition) Rule, 1971 shall be binding on M/s Orient Services If the provision in the said Act contradicts with any of the provisions regarding M/s Orient Services's Labours in any of the clauses in this tender, the provisions in the Contract Labour (Regulation & Abolition) Act, 1970 with the Maharashtra Labour (Regulation & Abolition) Rules, 1971 shall prevail.
9. Regular attendance of all workers will be maintained and would be checked twice in the course of the day.

❖ CANCELLATION / REJECTION / TERMINATION / EXTENSION OF CONTRACT:

1. To rescind the contract, the Security Deposit of M/s Orient Services will stand forfeited and be absolutely at the disposal of SEEPZ-SEZ Authority.
2. To carry out the work or any part of the work departmentally debiting M/s Orient Services with the cost of the work. The certificate of Estate Manager as to the cost and other allied expenses so incurred and as to the value of the work so done departmentally shall be final and conclusive against M/s Orient Services
3. To order that the work of M/s Orient Services be measure dup and to take such part thereof as will be unexecuted out of his hands and to give it to another contractor to complete in which case all expenses incurred on advertisement for fixing a new contracting agency additional supervisory staff including the cost of work charged establishment and cost of the work executed by the new contract agency will be debited to M/s Orient Services and the value of the work done or executed through the new contractor shall be credited to M/s Orient Services in all respects and in the same manner and at the same rates as if it had been carried out by M/s Orient Services under the terms of his contract. The certificate of the Estate Manager as to all the cost of the work and other expenses incurred as aforesaid for or in getting the unexecuted work done by the new contract and as to the value of work so done shall be final and conclusive against M/s Orient Services
4. In case M/s Orient Services will be rescinded under clause (2) above, M/s Orient Services will not be entitled to recover or be paid any sum for work therefore, actually performed by them under this contract unless and until the Estate Manager will have certified in writing the performance of such work and the amount payable to him in respect thereof, and he shall only be entitled to be paid the amount so certified. In the event of either of the courses referred to in clauses (3) & (4) being adopted and the cost of the work executed departmentally or through a new contractor and other allied expenses exceeding the value of such work credited to M/s Orient Services, the amount of excess shall be deducted from any money due to M/s Orient Services by SEEPZ-SEZ Authority under the contract or otherwise howsoever or from his security deposit or the sale proceed thereof provided. If, however, M/s Orient Services will have no claim against SEEPZ-SEZ Authority even if certified value of the work done departmentally or through a new contractor, exceeds the certified cost of such work and allied expenses, provided always that whichever of the three courses mentioned in clause (2), (3) & (4) is adopted by the Estate Manager, M/s Orient Services will have no claim to compensation for any loss sustained by him by reason of his having purchased or procured any materials, or entered into any engagements or made any advances on account of or with a view to the execution of the work or the performance of the contract.

5. The contract shall not be assigned / sublet without the written approval of the Estate Manager and if M/s Orient Services will assign or sublet his contract, or attempt so to do or become insolvent or commence any proceeding to get himself adjudicated an insolvent or make any composition with his creditors or attempt so to do or if any bribe, gratuity, gift, loan, perquisite, reward or advantage, pecuniary or otherwise, shall either directly or indirectly be given, promised or offered by the contractor, or any of his servants or agents to any public officer or person in the employ of SEEPZ-SEZ Authority in any way relating to his office or employment, or if any such officer or person shall become in any way directly or indirectly interested in the contract, the Estate Manager may thereupon by notice in writing rescind the contract and the absolutely at the disposal of SEEPZ-SEZ Authority and the same consequences shall ensue as if the contract had been rescinded hereof and in addition M/s Orient Services will not be entitled to recover or be paid for an work therefore actually performed under the contract.
6. M/s Orient Services will comply with the provisions of the Apprentices Act, 1961 and the rules and the orders issued under these from time to time. If he / they fails to do so, the failure will be a breach of the contract and the Estate Manager, may in his discretion, cancel the contract. M/s Orient Services will be liable to him / them of the provisions of the Act.
7. If M/s Orient Services will desire an extension of the time for completion of the work on the ground of his having been unavoidably hindered in its execution or on any other ground, he shall apply in writing to the Estate Manager before the expiration of the period stipulated in the tender or before the expiration of 30 days from the date on which he was hindered as aforesaid or on which the case for asking for extension occurred, which is earlier ever and the Estate Manager may, if , in his opinion, there are reasonable grounds for granting an extension, grant such extension as he thinks necessary or proper. The decision of the Estate Manager in this matter shall be final. Also if the zone Administration wishes to extend the mechanized / manual cleaning work and housekeeping services contract, the same will be done at the same rate as approved under the tender clause.
8. The time limit for the completion of the work shall be extended in the proportions that the increase in its cost occasioned by alterations / additions bears to the cost of the original contract work and the certificate of the Estate Manager as to such proportions shall be conclusive.
9. M/s Orient Services will give acceptance within 3 days from the date of receipt of work order failing which the work order issued will be treated as cancelled.
10. M/s. Orient Services will enter into contract and the authorized signatory will execute and sign the contract agreement.

11. If the services of M/s Orient Services are not found to be satisfactory, the Authority reserves the right to terminate the contract at any time during the currency of the contract period without assigning any reasons.
12. No receipt for any payment alleged to have been made by M/s Orient Services in regard to any matter relating to this tender or the contract will be valid and binding on SEEPZ-SEZ Authority unless it is signed by the Estate Manager.

❖ **SPECIFICATION PRESCRIBED AND CODE OF CONDUCT:**

1. M/s Orient Services must have necessary permissions, whenever required from Municipal Corporation and would be registered under Shop and Establishment Act and also registered by BMC.
2. Orders issued by SEEPZ-SEZ Authority from time to time regarding conduct of the work will be binding on M/s Orient Services
3. It will be the M/s Orient Services's responsibility to inspect and investigate the work site thoroughly so as to arrive at the rates quoted in the tender.
4. M/s Orient Services will execute the whole and every part of the work in most substantial and workman like manner, both as regards materials and in every other respect in strict accordance with specifications. M/s Orient Services will also conform exactly, fully and faithfully to the instructions in writing relating to the work assigned by the Estate Manager-In-Charge and lodged in the office to which M/s Orient Services will be entitled to have access for the purpose of inspection at such office, or on the site of work during the office hours.
5. The Estate Manager shall have power to make any alterations in, or addition to the original specifications and instructions that may appear him to be necessary or advisable during the progress of work and M/s Orient Services will be bound to carry out the work in accordance with any instructions in this connection which may be given to him in writing signed by the Estate Manager and such alteration shall not invalidate the contract; and any additional work which M/s Orient Services may be directed to do in the manner above specified as part of the work shall be carried out by M/s Orient Services on the same conditions in all respects and which he agreed to do the main work and at the same rates as are specified in the tender for the main work.
6. All works under or in course of execution or executed in pursuance of the contract shall at all times be open to the inspection and supervision of the Estate Manager and his subordinates and M/s Orient Services will at all times during the usual working hours and at all other times at which reasonable notice of the intention of the Estate Manager or his subordinate to visit the work shall have been given to M/s Orient Services, either himself be present to receive orders and instructions or have a responsible agent duly accredited in writing present for

that purpose. Orders given to M/s Orient Services's duly authorized agent shall be considered to have the same force and effect as if they had been given to M/s Orient Services himself.

7. In case of tender by partners, any change in the constitution of a firm will be forthwith notified by M/s Orient Services to the Estate Manager for his information.
8. Except where otherwise specified in the contract and subject to the powers delegated to him by SEEPZ-SEZ Authority under the rules then in force, the decision of the Estate Manager for the time being shall be final, conclusive and binding on M/s Orient Services to the contract upon all questions relating to the meaning of the specifications and instructions hereinbefore mentioned and as to the quality of workmanship or materials used on the work or as to other question, claim, right matter or thing whatsoever, if any way arising out of or relating to the contract, specifications, estimates, instructions, orders or these conditions or otherwise, concerning the works or the execution, or failure to execute the same, whether arising during the progress of work or after the completion or abandonment thereof.
9. The tender is not transferable. M/s Orient Services will not engage to any sub-contractor or any other organization in any matter and also not permitted to transfer their rights and obligations under the tender notice. If any of such matter noticed, the contract will be terminated without any further reference.
10. Cleaning work shall be done on daily basis from Monday to Saturday or as and when required by Officer-In-Charge. Cleaning activity shall start in the morning at 06:00 a.m. so as to complete all the cleaning work before 10:00 a.m.
11. In the event of any dispute arises, the decision of the Authority shall be final and binding.

❖ OTHER CONDITIONS:

1. M/s Orient Services have to clear road land width / pilot which include cutting trees less than 30 cm. In girth, cleaning brush wood, loose stones, vegetation, bushes, stumps and mole hills without any extra cost.
2. M/s Orient Services will, unless exempted in writing by the Estate manager concerned, produce along with solvency certificate from the Collector of the District within which he resides or a banker's certificate of his financial stability.
3. If the additional and altered work includes any class of work for which no rate is specified in this contract; then such class of work shall be carried out at the rates mutually agreed upon between the Estate Manager and M/s Orient Services. If the additional or altered work, is ordered to be carried out before the rates are agreed upon them, M/s Orient Services will within seven days of the date of receipt by them of the order to carry out the work, inform the Estate Manager of the rate which he intends to charge for such class of work and if the Estate

Manager does not agree to this rate, he shall be notice in writing be at liberty to cancel his order to carry out such class of work and arrange to carry it out in such manner as he may consider necessary provided always that if M/s Orient Services will commence work or incur any expenditure in regard thereto before the rates shall have been determined as lastly hereinbefore mentioned, then in such case he shall only be entitled to be paid in respect of the work carried out or expenditure incurred by him prior to the date of the determination of the rate as aforesaid according to such rate(s) as shall be fixed by the Estate Manager. In the event of the dispute, the decision of the Chairperson of the Authority will be final. Where, however, the work is to be executed according to the specifications recommended by M/s Orient Services and accepted by the Competent Authority the alternations above referred to will be within the scope of such specifications appended to the tender.

4. Any debris / waste materials / rabbit / dry leaves lying within the zone Complex should be removed and dumped in the BMC designated -place under the permission / supervision of the Estate Manager. Also M/s Orient Services should have the BMC permission so that, if needed, the day to day dry waste viz. trees, branches etc. may be dumped in the BMC authorized dumping ground.
5. Also cleaning of high footfall areas i.e. Gate, SDF lobbies frontage, roads, CWC warehouse etc. will be in the scope of work.
6. This contract is valid for 01 year from your acceptance and from the date of starting of the work.
7. You are liable to submit Performance Security/Bid Security in form of Account Payee Demand Draft/Fixed Deposit Receipt from Commercial Bank/Bank Guarantee from Commercial Bank of Rs. 12,75,300/- (5% of total contract value) and start the work w.e.f. 01/11/2019. Also submit the draft agreement within 30 days from starting of work.
8. All other terms and conditions of tender notice No. SEEPZ-SEZ/EMS/GC/CC/74/2018-19/Vol-I/14227 dated 18/07/2019 remains unchanged.

This issues with the approval of the Chairperson, SEEPZ-SEZ Authority.

Yours faithfully,



(Raju Kumar)

Asstt. Development Commissioner

Copy for necessary action to:

1. Security Section, SEEPZ-SEZ, Mumbai.
2. Billing Section, SEEPZ-SEZ Authority.



भारत सरकार / Government of India
वाणिज्य एवं उद्योग मंत्रालय / Ministry of Commerce & Industry,
विकास आयुक्त का कार्यालय / Office of the Development Commissioner,
सीएज - विशेष आर्थिक क्षेत्र / SEEPZ-Special Economic Zone,
अंधेरी (पूर्व), मुंबई / Andheri (East), Mumbai - 400 096
टेलि. / Tele. : 022-28294719 फैक्स / Fax : 28291385,
ई-मेल / E-mail: dcseepz-mah@nic.in, वेबसाइट / Website: www.seepz.gov.in



No. SEEPZ-SEZ/EMS/GC/CC/74/2018-19/Vol-II/14227

Dated 18/07/2019

NOTICE INVITING TENDER

Sub: Mechanized / Manual Cleaning work and Housekeeping Services for SEEPZ-SEZ campus as well as SEEPZ Residential Complex (Govt. Quarters) for the Year 2019-20.

The SEEPZ-SEZ Authority invites sealed tenders for carrying out mechanized / manual cleaning work and housekeeping services contract at SEEPZ-SEZ campus and SEEPZ Residential Complex (Govt. Quarters) for the Year 2019-20.

(I) PROCEDURE FOR SUBMISSION OF TENDER:

1. The tender should be submitted in two bids system i.e.

Envelope 1 superscribed as "Technical Bid" should contain the documents required for technical eligibility as stated in paragraph (III).

Envelope 2 superscribed as "Financial Bid" should contain the bid value as stated in paragraph (IV).

2. Both sealed envelopes should be submitted together in larger cover and superscribed as "Tender for mechanized / manual cleaning work and housekeeping services in SEEPZ-SEZ Campus as well as SEEPZ Residential Complex (Govt. Quarters) for the year 2019-20" on the top of the envelope and address to "The Estate Manager, O/o the Development Commissioner, SEEPZ-SEZ, Andheri (E), Mumbai - 400096.
3. The sealed envelope mentioned above will be received by this office till 21/08/2019 up to 02:30 p.m. by post / courier, by the bidder personally or through their authorized representatives or the same can be dropped in the Tender Box kept on ground floor of DC Office near Inward Section. The envelope received after stipulated date and time shall not be entertained.
4. Tender received late, unsealed and without superscription are liable to be rejected.
5. The tender shall be duly signed and complete in the printed form.

6. All corrections, additions and pasted slips should be initiated by the tenderer / bidder.
7. Incomplete, ambiguous and conditional quotations will not be entertained.
8. The bidder shall submit the certificate of authorization of the authorized signatory/ies (applicable in case of the association of person / company / partnership firm).
9. In the event of the tender being submitted by a firm, it must be signed separately by each partner thereof, or in the event of the absence of any partner, it shall be signed on his behalf by a person holding a power of attorney authorizing him to do so.
10. The bidder should quote the rate in words and in figures. If the rate quoted in words will differ from the rate quoted in figures, the lowest of the two will be taken as correct rate.
11. The rate of quotation for the tender should be accompanied by Earnest Money Deposit (EMD) for Rs. 5,00,000/- (Rupees five lakhs) in the form of Demand Draft / Pay Order drawn on any Nationalized or Scheduled Bank in favor of "SEEPZ Special Economic Zone Authority Fund" payable at Mumbai. In case of exemption claims from the payment of EMD, necessary documents must be submitted along with the technical bid.
12. The bidder may represent themselves personally or through authorized representative, if any, at the time of opening of tender.
13. The Committee may, if so desire relax / amend one or other condition to determine eligibility of the bidder, without assigning any reason, thereof. Any enquiry, after submission of the bid, shall not be entertained.
14. The technical competence / infrastructure facilities of the entities will be ascertained before selection.
15. The tender not accompanied by EMD and the required documents mentioned hereinafter or above, will be summarily rejected.
16. All bidders would be evaluated by the Committee on the basis of documents provided for technical eligibility. After scrutinizing the documents, the Committee shall select the eligible bidders.
17. The SEEPZ-SEZ Authority reserves the right to reject any or all tenders at any time / stage, without assigning any reasons, whatsoever and the decision of the SEEPZ-SEZ Authority shall be final and binding on all the bidders.
18. *In case of withdrawal of the bid, the EMD will be forfeited.*

(II) OPENING OF TENDER:

1. The Envelop 1, superscribed as "Technical Bid" will be opened first on **23/08/2019 at 03:30 p.m.** in DC Office, SEEPZ-SEZ, Andheri (E), Mumbai – 400096 in presence of the bidders and or their authorized representative/s who may like to be present before the tender committee. The authorized representative/s have to produce authorization letter from their agency / company.
2. The date and time for opening of Envelop 2 superscribed "Financial Bid" will be declared at the time of opening of Envelop 1.

Note: Envelop 2 superscribed as "Financial Bid" will be opened only for eligible bidders.

(III) CRITERIA FOR PRE-QUALIFICATION ON THE BASIS OF THE TECHNICAL BID:

Envelop 1 superscribed as "Technical Bid" submitted by the entities should contain the following documents to determine the technical eligibility for selection.

1. EMD of Rs. 5,00,000/- (Rupees five lakhs) in the form of Demand Draft / Pay Order drawn on any Nationalized or Scheduled Bank in favour of "SEEPZ Special Economic Zone Authority Fund" payable at Mumbai.
2. Bidders have min. 05 years or more than 05 years of experience in the relevant field.
3. Average turnover of the company should not be less than 7.00 Cr. during preceding three years. Balance sheet/CA certified copy must be submitted along with technical bid.
4. Detailed plans of cleaning process in SEEPZ-SEZ campus as well as SEEPZ Residential Complex (Govt. Quarters) to meet the requirement of "Swachh Bharat Abhiyan" campaign launched by the Prime Minister of India containing the following:-
 - i. Plan for cleaning and target for each area or item.
 - ii. List of equipments and manpower (for each item, no. should be mentioned separately)
 - iii. Methodology of supervision indicating the number of Supervisors.
 - iv. Reporting System / Audit.
 - v. The responsible Head / Manager who will be accountable for any lapse in work so assigned.
5. The bidder should have satisfactorily completed mechanized / manual cleaning work and housekeeping services of an annual value of Rs. 1,50,00,000/- (Rupees One crore fifty lakh) in a single contract and should also provide a list of clients, excluding MIDC and SEEPZ-SEZ, served by his organization in course preceding three years.

6. The bidder should provide a letter/certificate from one of the client in the recent past indicating satisfactory delivery of housekeeping service.
7. The tendering agency should have principal place of business in Mumbai. The entities shall submit the documentary evidence to that effect such as Certificate of Incorporation/Certificate of Commencement of Business/Shop & Establishment License/Agreement/s acquiring the premises/Electricity Bill/Telephone Bill etc.
8. The bidder should have a valid Quality of Service Certificate ISO 9001:2000 series or equivalent including mechanized housekeeping service.
9. Technical Bid should mention deployment of manpower and machinery separately for each Group 'A', 'A1', 'B' and 'C' as specified in Scope of Work.
10. The bidder should submit the details of entities with address, contact person name, e-mail ID, telephone and fax no.
11. List of Owner(s)/partner(s)/Director(s) etc. along with their holding/s in the entity.
12. Photocopy of PAN, GST registration and IT return of preceding three years.
13. Copy of registration certificate under ESI Act, 1948 and also copy of the latest paid challan.
14. Copy of registration certificate under EPF Act, 1952 and also copy of the latest paid challan.
15. Copy of Labour License issued by the Central/State Authorities.
16. Bidder have to submit an affidavit on Rs. 100/- non judicial stamp paper duly notarized stating following:
 - 16.1 I/We understood all the terms and conditions stipulated in the tender notice and I/We accept and agreed to the same.
 - 16.2 I/We the company M/s _____ does not have any criminal background nor our employee/s, till submission of the tender.
 - 16.3 M/s _____ has not been blacklisted nor come any adverse notice by any office of Government/ Semi-Government / Public Sector undertaking in the past.
 - 16.4 I/We shall not assign, transfer, pledge or sub contract the performance of services of part of services and shall further undertake to comply with the terms and conditions of the Tender documents.

➤ SCOPE OF WORK:

- (a) The scope of work is given in the annexure; however the bidder should keep high footfall areas clean by deploying person or machines as may be required. The contractor should decide the frequency on daily basis to maintain cleanliness at SEEPZ-SEZ and other areas.
- (b) Any debris / waste materials / rabbit / dry leaves lying within the zone Complex should be removed and dumped in the BMC designated place under the permission / supervision of the Estate Manager, SEEPZ-SEZ Authority.
- (c) The cleaning shall be in accordance of guidelines issued by Swachh Bharat Abhiyan and the bidder should submit plans for the same.
- (d) The successful bidder may be assigned extra work of similar nature by Estate Manager, however for the extra work the compensation shall be given to the bidder.

(IV) FINANCIAL BID:

1. Envelop 2 superscribed as "Financial Bid" should contain the bid value.
2. Financial Bid should give the estimated value of service covered in each Group 'A', 'A1', 'B' and 'C' separately in scope of work. The bid will be decided on the consolidated value. (explanation about the methodology of value determination)



(Raju Kumar)
Asstt. Development Commissioner,
SEEPZ-SEZ

Evaluation and Selection:

The Committee will evaluate proposals against the mandatory criteria as detailed in Para - III. Proposals meeting all the mandatory criteria will then be assessed and scored against the evaluation criteria. Committee's decision on evaluation shall be final and binding on all the bidders. Bidders who qualify the evaluation criteria will be shortlisted for opening of commercial bids. Commercial bids will be opened for the qualified bidders post technical evaluation.

Two-stage procedure shall be adopted in evaluating the proposals. The selection will be done using Quality cum Cost Based Selection (QCBS) process. 70% weightage would be given to the Technical Evaluation and 30% weight age would be given to the Financial Bid -

First Stage:

- i. Only technical proposals shall be opened first for all the firms.
- ii. Thereafter, a technical evaluation shall be carried as per the evaluation parameters provided in the "Service providing abilities (pre-qualification criteria) and Technical Evaluation" section by the Committee.
- iii. The technical proposal scoring at least 35 marks shall be considered as "Qualified on Technical Parameters". A proposal shall be rejected at this stage, if it does not respond to important aspects of the tender notice or if it fails to achieve the minimum technical score. (i.e. at least 35 marks)

Second Stage:

Financial bid of the firms which qualify on technical parameters [laid down as "Service Providing Abilities (pre-qualification criteria)] only shall be opened. Financial bids shall be evaluated based on rates (all inclusive except all taxes) quoted.

Final Selection:

The bidders shall be shortlisted based on points received in QCBS, which will be as follows:

Method of Selection:

Financial proposals of only those firms which are declared technically qualified shall be opened. In deciding the final selection of the agency / company, the technical quality of the proposal will be given a weightage of 70% on the basis of criteria for pre-qualification. The price bids of only those agencies / companies who qualify technically will be opened. The proposal with the lowest cost will be given a financial score of 100 and the other proposal given financial scores that are inversely proportional to their prices. The financial proposal shall be allocated a weightage of 30%. For working out the combined score, the employer will use the following formula:

- i) $\text{Total points} = \{0.7 \times T(s)\} + \{0.3 \times 100 \times \text{LEC/EC}\}$, where T(s) stands for technical score, EC stands for Evaluated Cost of the Financial Proposal, LEC stands for Lowest Evaluated Cost of the Financial Proposal.

- ii) Example: Suppose 3 firms A, B, C submit bids and the Technical Evaluation Committee awards them 75, 80 and 90 Marks respectively. Since all the three bidders qualified the Technical Evaluation, their Financial bids were opened and the following were the quoted prices of the three firms:-

A - Rs.120

B - Rs.100

C - Rs.110

(B becomes lowest evaluated cost). The points will be awarded as follows:

A $100/120 \times 100 = 83$ points

B $100/100 \times 100 = 100$ points

C $100/110 \times 100 = 91$ points

In the combined evaluation, thereafter, the Evaluation Committee calculated the combined Technical & Financial score as under:-

Proposal A: $75 \times 0.70 + 83 \times 0.30 = 77.4$ points

Proposal B: $80 \times 0.70 + 100 \times 0.30 = 86$ points

Proposal C: $90 \times 0.70 + 91 \times 0.30 = 90.3$ points

The three proposals in the combined technical & financial evaluation will be ranked as under:

A: 77.4 points: H3

B: 86 points: H2

C: 90.3 points: H1

Proposal C, with the highest total points will thus be recommended for award of contract.

The Client reserves the right not to accept the lowest bid.

Technical Evaluation:

Sr. No.	Criteria	Documents required	Marks Distribution	
			Years	Marks
1	No. of years of experience (for completed years) of conducting all types of cleaning / housekeeping works	Copy of work order should be enclosed along with technical bid.	5 - 10	5
			10 -15	10
			15 & above	15
			Total Marks	15

2	Average turnover of the company / agency should be Rs. 7.00 Cr. in three preceding years.	Balance sheet of the company / CA certified certificate showing the average turnover of Rs. 7.00 Cr. during three preceding years.	<table border="1"> <thead> <tr> <th>Turnover</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td>7 to 14 Cr.</td> <td>5</td> </tr> <tr> <td>14 to 21 Cr.</td> <td>10</td> </tr> <tr> <td>21 Cr. & above</td> <td>15</td> </tr> <tr> <td>Total</td> <td>15</td> </tr> </tbody> </table>		Turnover	Marks	7 to 14 Cr.	5	14 to 21 Cr.	10	21 Cr. & above	15	Total	15
			Turnover	Marks										
7 to 14 Cr.	5													
14 to 21 Cr.	10													
21 Cr. & above	15													
Total	15													
3	Action Plan	Action plan for (i), (ii), (iii) & (iv) in hard copy should be enclosed along with technical bid.												
(i)	Plan for cleaning and target for each area or item		10											
(ii)	List of Equipments and Manpower (for each item, number should be mentioned separately)		10											
(iii)	Methodology of supervision indicating the number of Supervisors		10											
(iv)	Reporting System / Audit		10											
Total Marks			40											
4	Evaluation and Assessment based on the Power Point Presentation of Sr. No. 3 mentioned above including (i), (ii), (iii) & (iv) by the participated agency / company. <i>(PPT presentation should not be more than 10 minutes)</i>	--	Total - 30											

Note: 70% weightage will be given to Technical Bid and 30% weightage will be given to Financial bid. Financial bid of only those company / agency, which secure a minimum of 35 marks out of 70 in Technical evaluation, will be opened.

TERMS & CONDITIONS

❖ RESOURCES USED ON SITE:-

1. Supply of materials by the contractor:

The contractor will provide every article which may be necessary and requisite for the due and proper execution of the several works included in contract.

2. Action in case of improper materials and workmanship:

If in the opinion of the Estate Manager, any work or any part thereof is executed with improper materials or defective workmanship, the contractor shall when required by the Estate Manager, forthwith re-execute the same and substitute proper material and workmanship and in case of default by the contractor in so doing within a week from the date of the requisition, the Estate Manager, shall have full power to employ other persons to re-execute the work and cost there of shall be borne by the contractor.


3. The tender should be inclusive of cost of materials required for the execution of the contract. The quality type and make materials used in the work shall be as per samples approved by the Estate Manager.

4. Metered water supply will be made available to the contractor and water consumed will be charged at the prevailing rate subject to change as decided by SEEPZ SEZ Authority from time to time. The charges for water connection providing meter shall be borne by the contractor. The contractor shall at his own expense make all necessary provisions for water supply and sanitary arrangements for his employees.

5. Mechanical devices will have to be used for all rounds / pavements and other large surfaces.

❖ ACTION TAKEN AGAINST DAMAGES OR UNSATISFACTORY WORK:

1. Action when the progress of any particular portion of the work is unsatisfactory:

 If the progress of any particular portion of the work is unsatisfactory the Estate Manager shall, notwithstanding that the general progress of the work is in accordance with the conditions mentioned be entitled to take action after giving the contractor 10 days notice in writing. The contractor will have no claim for compensation, for any loss sustained by him owing to such action.

2. Action and compensation payable in case of backlog / delay:

If at any time before security deposit is refunded to the contractor, it shall appear to the Estate Manager or his subordinate in-charge of the work, that any works have been executed with unsound, imperfect or unskillful workmanship or with materials or articles provided by him for the execution of the work are unsound, or of a quality inferior to that contracted, it shall be lawful for the Estate manager to intimate this fact in writing to the contractor and then notwithstanding the fact that the work, materials or articles complained or any have been inadvertently

passed, certified and paid for, the contractor shall be bound to forthwith rectify or remove or reconstruct the work so specified in whole or in part, as the case may require, or if so required, shall remove the materials or articles so specified and provide other proper and suitable materials or articles at his own charge and cost. In the event of his failing to do so within the limit aforesaid, the contractor shall be liable, to pay compensation at the rate of 1% on the amount of the estimated cost for every day not exceeding 10 days, during which the failure so continues and in the event of any such failures as aforesaid the Estate Manager may rectify or remove and re-execute the work or remove and replace the material / articles complained of, as the case may be, at the risk and expenses in all respects of the contractor, should the Estate Manager consider that any such inferior work or materials as described above is not acceptable, then it will be straight way rejected.

3. Responsibility of contractor for damage or fire etc.:

From the commencement of the work to the completion of the same, the contractor will take all precautions during the execution of work. The work shall be under the contractor's charge. The contractor shall be held responsible for any damage done to the same by fire or any other cause and they shall be liable to make good all such damages and to carry out any repairs which may be rendered necessary to the same by fire or other causes and they are to hold the SEEPZ SEZ Authority harmless from any claims for injuries to persons or structural damage, damage to property happening from any neglect or default or want of proper care or misconduct on the part of the contractor or any of their employee during the execution of the work.

4. Contractor liable for damage done and for imperfections:

If during the period of NIL Months from the date of completion as certified by the Estate Manager or NIL Months after commissioning the work, whichever is earlier in the opinion of the Estate Manager, the said work is defective in any manner whatsoever, the contractor shall forthwith on receipt of notice in that behalf from the Estate Manager, duly commence execution and completely carry out at his cost in every respect all the work that may be necessary for rectifying and setting right the defects specified therein strictly in accordance with and in the manner prescribed and under the supervision of the Estate Manager. In the event of the contractor failing or neglecting to commence execution of the said rectification work within the period prescribed therefore in the said notice and or to complete the same as aforesaid as required by the said notice, the Estate Manager shall get the same executed and carried out departmentally or by any other agency at the risk on account and at the cost of contractor. The contractor shall forthwith on demand pay to the SEEPZ-SEZ Authority the amount of such costs, charges and expenses sustained or incurred by the SEEPZ-SEZ Authority of which the certificate of the Estate Manager shall be final and binding on the contractor. Such costs, charges and expenses shall be deemed to be arrears of land revenue and in the event of the contractor failing or neglecting to pay the same on demand as aforesaid without prejudice to any other rights and remedies of the SEEPZ-SEZ Authority.

SEEPZ-SEZ Authority the same may be recovered from the contractor as arrears of land revenue. The SEEPZ-SEZ Authority shall also be entitled to deduct the same from any amount which may then be payable or which may

thereafter become payable by the SEEPZ-SEZ Authority to the contractor either in respect of the said work or any other work whatsoever or from the amount of security deposit retained by SEEPZ-SEZ Authority (of which the certificate of the Estate Manager shall be final) from any sums that may then be due or may thereafter become due to the contractor; or from his security deposit.

5. Contractor is liable for damages arising from non-provisions of lights, fencing etc.:

The contractor shall also supply without charge the requisite number of persons with the means and materials necessary for the purpose of setting out works, and counting, weighing and assisting the measurement or examination at any time and from time to time of the work or the materials. The contractor shall be bound to bear expenses of defense of every suit, action or other legal proceedings, that may be brought by any persons for injury sustained owing to neglect of the above precautions, and to pay any damages and costs which may be awarded in any such suit, action or proceedings to any such person, or which may with the consent of the contractor be paid for compromising any claim by any such person.

6. The contractor shall provide suitable scaffolds and working platforms, gangways and stair ways, and shall comply with the following regulations in connection therewith:

- (a) Suitable scaffolds shall be provided for workmen for all work that cannot be safely done from a ladder or by other means.
- (b) A scaffold shall not be constructed, taken down, or substantially altered, except:-
- (i) Under the supervision of a competent and responsible person and;
 - (ii) As far as possible by competent workers possessing adequate experience in this kind of work.
- (c) All scaffolds and appliances connected therewith and all ladders shall:-
- (i) Be of sound materials.
 - (ii) Be of adequate strength having regard to the loads and strains to which they will be subjected; and
 - (iii) Be maintained in proper condition.
- (d) Scaffold shall be so constructed that no part thereof can be displaced in consequence of normal use.
- (e) Scaffolds shall not be overloaded and so far as practicable the load shall be evenly distributed.
- (f) Before installing lifting gear on scaffolds special precautions shall be taken to ensure the strength and stability of the scaffolds.
- (g) Scaffolds shall be periodically inspected by a competent person.

- (h) Before allowing a scaffold to be used by his workmen the contractor shall, whether the scaffold has been erected by his workmen or not, take steps to ensure that it complies fully with the regulations herein specified;
 - (i) Working platforms, gangways and stairways shall:-
 - (ii) Be so constructed that no part thereof can sag unduly or unequally
 - (iii) Be so constructed and maintained, having regard to the prevailing conditions as to reduce as far as practicable risks of persons tripping or slipping; &
 - (iv) Be kept free from any unnecessary obstructions.
- (i) In the case of working platforms, gangways, working places and stairways at a height exceeding eight feet:-
 - (i) Every working platform and every gangway shall be closely boarded unless other adequate measures are taken to ensure safety.
 - (ii) Every working platform and gangway shall have adequate width; and
 - (iii) Every working platform, gangway, working place and stairway shall be suitably fenced.
- (j) Every opening in the floor of a building or in a working platform shall, except for the time and to the extent required to allow the access of persons or the transport of shifting of material, be provided with suitable means to prevent the fall of persons or material.
- (k) When persons are employed on a roof where there is a danger of falling from a height exceeding six feet suitable precautions shall be taken to prevent fall of persons or material.
- (l) Suitable precautions shall be taken to prevent persons being struck by articles which might fall from scaffolds or other working places.
- (m) Safe means of access shall be provided to all working platforms and other working places.

7. Measure for prevention of fire:

The contractor shall not set fire to any standing jungle, trees, brushwood or grass without written permission from the Estate Manager. When such permission is given, and also in all cases when destroying cut or dug up trees, brushwood, grass etc. by fire, the contractor shall take necessary measures to prevent such fire spreading to or otherwise damaging surrounding property.

8. Liability of contractor for any damage done in or outside work area:

Compensation for all damage done intentionally or unintentionally by contractor's labour whether in or beyond the limits of SEEPZ-SEZ Authority property including any damage caused by the spreading of fire mentioned above shall be estimated by the Estate Manager or such other officer as he may appointed and the estimates of the Estate Manager subject to the decision of

the Chairperson on appeal shall be final and the contractor shall be bound to pay the amount of the assessed compensation on demand failing which the same will be recovered from the contractor as damages in the manner prescribed above or deducted by the Estate Manager from any sums that may be due or become due from SEEPZ-SEZ Authority to the contractor under this contract or otherwise. The contractor shall bear the expenses of defending any action or other legal proceedings that may be brought by any persons for injury sustained by him owing to neglect of precautions to prevent the spread of fire and he shall pay any damages and cost that may be awarded by the court in consequence.

9. Penalty:

SEEPZ-SEZ Authority shall reserve the right to impose penalty for short deployed the staff / in-punctuality or non-clarity in work on the housekeeping services agency. A penalty which may extend up to Rs. 5,000/- each event.

❖ PAYMENTS AND COMPENSIONS:

1. Extra charges for any item of work shall not be allowed unless the work to which it is related is clearly within the spirit and meaning of the specification or unless such works are ordered in writing by the Estate Manager. He shall pay directly to the concerned authorities all rates, taxes, royalties and other charges. He shall also comply with all requirements of health department of the concerned Municipality.
2. Receipt for payments made on account of any work, when executed by a firm, shall also be signed by all the partners except where the contractors are described in their tender as a firm, in which case the receipt shall be signed in the name of the firm by one of the partners, or by some other person having authority to give effectual receipt for the firm.
3. No receipt for any payment alleged to have been made by a contractor in regard to any matter relating to this tender or the contract shall be valid and binding on SEEPZ-SEZ Authority unless it is signed by the Estate Manager.

4. Compensation for delay:

The time allowed for carrying out the work as entered in the tender shall be strictly observed by the contractor and shall be reckoned from the date on which the order commence work is given to the contractor.

5. In any case in which under any clause(s) of this contract, the contractor shall have rendered himself liable to pay compensation amounting to the whole of this security deposit (whether paid in one sum or deducted by installments) or in case of the abandonment of work owing to serious illness or death of the contractor or any other cause, the Estate Manager on behalf of SEEPZ-SEZ Authority shall have power to adopt any of courses, as he may think suited to the interest of SEEPZ-SEZ Authority.

6. Final Certificate:

On completion of the work, the contractor shall be furnished with the certificate by the Estate Manager of such completion, but no such certificate shall be given nor shall the work be considered to be complete until the contractor shall have removed from the premise on which the work shall have been executed all scaffolding, surplus materials and rubbish and shall have cleaned off the dirt from all woodwork, doors, windows, walls, floor or other parts of any buildings, in or upon which the work has been executed, or of which he may have had possession for the purpose of executing the work, nor until the works shall have been measured by the Estate Manager or where the measurements have been taken by his subordinates until they have received the approval of the Estate Manager, the said measurements being binding and conclusive against the contractor. If the contractor shall fail to comply with the requirements of this clause as to the removal of scaffolding, surplus materials and rubbish, and cleaning off dirt on / before the date fixed for the completion of the work, the Estate Manager may, at the expense of the contractor, remove such scaffolding, surplus materials and rubbish and dispose of the same as he thinks fit and clean off such dirt as aforesaid and the contractor shall forthwith pay the amount of all expense so incurred, but shall have no claim in respect of any such scaffolding or surplus materials as aforesaid except for any sum actually realized by the sale thereof.

7. Payments on intermediate certificates to be regarded as advances:

No payment shall be made for any work, estimated to cost less than Rs. 1000/- till after the whole of the work shall have been completed. But in the case of works estimated to cost more than Rs. 1000/-, the contractor shall on submitting a monthly bill therefore, be entitled to receive payment proportionate to the part of the work then approved and passed by the Estate Manager, whose certificate of such approval and passing of the sum so payable shall be final and conclusive against the contractor. All such intermediate payments shall be regarded as payments by way of advance against the final payments only and not as payments for work actually done and completed, and shall not preclude the Estate Manager from requiring any bad, unsound, imperfect or unskillful work to be removed or taken away and reconstructed or re-erected, nor shall any such payment be considered as an admission of the date performance of the contract or any part thereof in any respect or the accruing of any claim, nor shall it conclude, determine, or affect in any other way the powers of the Estate Manager as to the final settlement and adjustment of accounts or otherwise, or in any other way vary or affect the contract. The final bill shall be submitted by the contractor within one month of the date fixed for the completion of the work, otherwise, the Estate Manager's certificate of the measurements and of the total amount payable for the work shall be final and binding on all parties.

8. Payment at reduced rates on account of items of work not accepted as completed to be at the discretion of Estate Manager:

The rates for several items of works estimated to cost more than Rs. 1000/- agreed to within, shall be valid only when the item concerned is accepted as having been completed fully in accordance with the sanctioned specifications. In cases where the items of work are not accepted as so completed the Estate

Manager may make payment on account of such items at such reduced rates as he may consider reasonable in the preparation of final or on account bills.

9. Successful bidder have to submit Performance Security/Bid Security in the form of Account Payee Demand Draft, Fixed Deposit Receipt from a Commercial bank, Bank Guarantee from Commercial bank @ 5% of total contract value.

10. Bills to be submitted monthly:

A bill shall be submitted by the contractor each month on or before the date fixed by the Estate Manager for all work executed in the previous month, and the Estate Manager shall take or cause to be taken the requisite measurement for the purpose of having the same verified, and the claim, so far as it is admissible, shall be adjusted, if possible, within 10 days from the presentation of the bill.

Bills to be on printed forms:

The contractor shall submit all bills on the printed forms to be had on application at the office of the Estate Manager. The charges to be made in the bills shall always be entered at the rates specified in the tender or in the case of any extra work ordered in pursuance of these conditions, and not mentioned or provided for in the tender, at the rate hereinafter provided for such work.

11. No claim to any payment or compensation for alteration in, or restriction of work:

If at any time after execution of the contract documents the Estate Manager shall for any reason whatsoever (other than default on the part of the contractor for which SEEPZ-SEZ Authority is entitled to rescind the contract) desire that the whole or any part of the work specified in the tender should be suspended for any period or that the whole or part of the work should not be carried out at all he shall give to the contractor a notice in writing of such desire and upon the receipt of such notice the contractor shall forthwith be required after having the regard of the appropriate stage at which the work should be stopped or suspended so as not to cause any damage or injury to the work already done or endanger the safety thereon provided that the decision of the Estate Manager as to the stage at which the work or any part of it could be or could have been safely stopped or suspended shall be final and conclusive against the contractor. The contractor shall have no claim to any payment or compensation whatsoever by reason of or in pursuance of any notice as aforesaid on account of any suspension, stoppage or curtailment except to the extent specified hereinafter.

12. Time limit for unforeseen claims:

Under no circumstances whatever shall the contractor be entitled to any compensation from SEEPZ-SEZ Authority on any account unless the contractors shall have submitted a claim in writing to the Estate Manager within 01 month of the cause of such claim occurring.

13. Sum payable by way of compensation to be considered as reasonable compensation without reference to actual loss:

All sums payable by a contractor by way of compensation under any of these conditions shall be considered as a reasonable compensation to be applied to the use of SEEPZ-SEZ Authority without reference to the actual loss or damage sustained, and whether any damage has or has not been sustained.

14. Payment of quarry fees and royalties:

All quarry fees, royalties, GST dues and ground rent for stacking materials, if any, should be paid by the contractor.

15. Claim for compensation for delay in starting the work:

No compensation shall be allowed for any delay caused in the starting of the work, in the case of clearance works, on account of any delay in according sanction to estimates.

16. Claim for compensation for delay in the execution of work:

No compensation shall be allowed for any delay in the execution of the work on account of water standing in borrows pits or compartments.

17. Entering upon or commencing any portion or work:

The contractor shall not enter upon or commence any portion of work except with the written instructions of the Estate Manager of the work. Failing such authority the contractor shall have no claim to ask for measurements of or payment for work.

18. Method of payment:

Payment to contractors shall be made by cheques drawn on any Nationalized Bank.

19. The rates to be quoted by the contractor must be inclusive of GST. No extra payment on this account will be made to the contractor.

20. Payment will be released on monthly basis after receipt of bill and if the services provided during the month are satisfactory. There will be separate bill raised by the successful bidder for mechanized / manual cleaning work and housekeeping services.

❖ MANPOWER UTILIZATION ON THE SITE:

1. The contractor must pay minimum wages as prescribed under the law. The labourer's contribution to be deposited to PF / ESI with employee's contribution.
2. No work shall be done on Sunday without the sanction in writing of the Estate Manager.

3. Compensation under the Workmen's Compensation Act:

The contractor shall be responsible for and shall pay any compensation to his workmen payable under the Workmen's Compensation Act, 1923 (VIII of 1923), hereinafter called the said Act for injuries caused to the workmen. If such compensation is paid by SEEPZ-SEZ Authority as principal under Sub-Section (1) of Section 12 of the said Act on behalf of the contractor, it shall be recoverable by SEEPZ-SEZ Authority from the contractor under Sub-Section (2) of the said section. Such compensation shall be recovered in the manner laid down above. The contractor shall be responsible for and shall pay the expenses of providing medical aid to any workman who may suffer a bodily injury as a result of an accident.

4. The contractor shall provide all necessary personal safety equipment like gloves, masks and safety gears. First Aid apparatus available for the use of the persons employed on the site, shall maintain the same conditions suitable for immediate use at any time and shall comply with the following regulations in connection herewith:-

- i. The workers shall be required to use the equipment so provided by the contractor and the contractor shall take adequate steps to ensure proper use of the equipment by those concerned.
- ii. When work is carried on in proximity to any place where there is a risk of drowning all necessary equipment shall be provided and kept ready for use and all necessary steps shall be taken for the prompt rescue of any person in danger.
- iii. Adequate provision shall be made for prompt first aid treatment of all injuries likely to be sustained during the course of the work.

5. Minimum age of person employed and involvement of any animals and the payment of fair wages:

- i. No contractor shall employ any person who is under the age of 18 years.
- ii. The Estate Manager is authorized to remove from the work any person / animal found working which does not satisfy these conditions and no responsibility shall be accepted by the SEEPZ-SEZ Authority for any delay caused in the completion of work by such removal.
- iii. The contractor shall pay fair and reasonable wages to the workmen employed by him in the contract undertaken by him. In the event of any dispute arising between the contractor and his workmen on the grounds that the wages paid are not fair and reasonable the dispute shall be conclusive and binding on the contractor but such decision shall not in any way affect the conditions in the contract regarding the payment to be made by SEEPZ-SEZ Authority at the sanctioned tender rates.
- iv. The contractor shall at his own expenses make all necessary provision for water supply and sanitary arrangements for the employees. Similar amenities shall be provided to the workers engaged on large work in urban area.

6. Employment of Scarcity Labour:

If Government declares a state of scarcity or famine to exist in any village situated within 10 miles of work, the contractor shall employ upon such parts of

the work, as are suitable for unskilled labour, any person certified to him by the Estate Manager or be any person to whom the Estate Manager may have delegated this duty in writing to be in need of relief and shall be bound to pay to such persons wages not below the minimum which the Government may have fixed in this behalf. Any dispute which may arise in connection with the implementation of this clause shall be decided by the Estate Manager whose decision shall be final and binding on the contractor.

7. The contractor should as far as possible obtain his requirement of labour, skilled and unskilled from the nearest Employment Exchange.
8. The provision regarding contractor's labours provisioning the Contract Labour (Regulation & Abolition) Act, 1970 with the Maharashtra Contract Labour (Regulation & Abolition) Rule, 1971 shall be binding on the contractors. If the provision in the said Act contradicts with any of the provisions regarding Contractor's Labours in any of the clauses in this tender, the provisions in the Contract Labour (Regulation & Abolition) Act, 1970 with the Maharashtra Labour (Regulation & Abolition) Rules, 1971 shall prevail.
9. Regular attendance of all workers should be maintained and would be checked twice in the course of the day.

❖ CANCELLATION / REJECTION / TERMINATION / EXTENSION OF CONTRACT:

1. The officer competent to dispose of the tenders shall have the right of rejecting all or any of the tenders.
2. To rescind the contract (of which rescission notice in writing to the contractor under the hand of the Estate Manager shall be conclusive evidence) and in that case of the Security Deposit of the contractor shall stand forfeited and be absolutely at the disposal of SEEPZ-SEZ Authority.
3. To carry out the work or any part of the work departmentally debiting the contractor with the cost of the work. The certificate of Estate Manager as to the cost and other allied expenses so incurred and as to the value of the work so done departmentally shall be final and conclusive against the contractor.
4. To order that the work of the contractor be measure dup and to take such part thereof as shall be unexecuted out of his hands and to give it to another contractor to complete in which case all expenses incurred on advertisement for fixing a new contracting agency additional supervisory staff including the cost of work charged establishment and cost of the work executed by the new contract agency will be debited to the contractor and the value of the work done or executed through the new contractor shall be credited to the contractor in all respects and in the same manner and at the same rates as if it had been carried out by the contractor under the terms of his contract. The certificate of the Estate Manager as to all the cost of the work and other expenses incurred as aforesaid for or in getting the unexecuted work done by the new contract and as to the value of work so done shall be final and conclusive against the contractor.
5. In case the contractor shall be rescinded under clause (2) above, the contractor shall not be entitled to recover or be paid any sum for work therefore, actually performed by him under this contract unless and until the Estate Manager shall

have certified in writing the performance of such work and the amount payable to him in respect thereof, and he shall only be entitled to be paid the amount so certified. In the event of either of the courses referred to in clauses (3) & (4) being adopted and the cost of the work executed departmentally or through a new contractor and other allied expenses exceeding the value of such work credited to the contractor, the amount of excess shall be deducted from any money due to the contractor by SEEPZ-SEZ Authority under the contract or otherwise howsoever or from his security deposit or the sale proceed thereof provided. If, however, the contractor shall have no claim against SEEPZ-SEZ Authority even if certified value of the work done departmentally or through a new contractor, exceeds the certified cost of such work and allied expenses, provided always that whichever of the three courses mentioned in clause (2), (3) & (4) is adopted by the Estate Manager, the contractor shall have no claim to compensation for any loss sustained by him by reason of his having purchased or procured any materials, or entered into any engagements or made any advances on account of or with a view to the execution of the work or the performance of the contract.

6. The contract shall not be assigned / sublet without the written approval of the Estate Manager and if the contractor shall assign or sublet his contract, or attempt so to do or become insolvent or commence any proceeding to get himself adjudicated an insolvent or make any composition with his creditors or attempt so to do or if any bribe, gratuity, gift, loan, perquisite, reward or advantage, pecuniary or otherwise, shall either directly or indirectly be given, promised or offered by the contractor, or any of his servants or agents to any public officer or person in the employ of SEEPZ-SEZ Authority in any way relating to his office or employment, or if any such officer or person shall become in any way directly or indirectly interested in the contract, the Estate Manager may thereupon by notice in writing rescind the contract and the absolutely at the disposal of SEEPZ-SEZ Authority and the same consequences shall ensue as if the contract had been rescinded hereof and in addition the contractor shall not be entitled to recover or be paid for an work therefore actually performed under the contract.
7. The contractor shall comply with the provisions of the Apprentices Act, 1961 and the rules and the orders issued under these from time to time. If he / they fails to do so, the failure will be a breach of the contract and the Estate Manager, may in his discretion, cancel the contract. The contractor shall be liable to him / them of the provisions of the Act.
8. If the contractor shall desire an extension of the time for completion of the work on the ground of his having been unavoidably hindered in its execution or on any other ground, he shall apply in writing to the Estate Manager before the expiration of the period stipulated in the tender or before the expiration of 30 days from the date on which he was hindered as aforesaid or on which the case for asking for extension occurred, which is earlier ever and the Estate Manager may, if, in his opinion, there are reasonable grounds for granting an extension, grant such extension as he thinks necessary or proper. The decision of the Estate Manager in this matter shall be final. Also if the zone Administration wishes to extend the mechanized / manual cleaning work and housekeeping services contract, the same will be done at the same rate as approved under the tender clause.

9. The time limit for the completion of the work shall be extended in the proportions that the increase in its cost occasioned by alterations / additions bears to the cost of the original contract work and the certificate of the Estate Manager as to such proportions shall be conclusive.
10. Successful bidder shall give acceptance within 3 days from the date of receipt of work order failing which the work order issued will be treated as cancelled.
11. The successful bidder shall enter into contract and the authorized signatory shall execute and sign the contract agreement.
12. If the services of the successful bidder are not found to be satisfactory, the Authority reserves the right to terminate the contract at any time during the currency of the contract period without assigning any reasons.
13. No receipt for any payment alleged to have been made by a contractor in regard to any matter relating to this tender or the contract shall be valid and binding on SEEPZ-SEZ Authority unless it is signed by the Estate Manager.

❖ SPECIFICATION PRESCRIBED AND CODE OF CONDUCT:

1. The successful bidder must have necessary permissions, whenever required from Municipal Corporation and should be registered under Shop and Establishment Act and also registered by BMC.
2. Orders issued by SEEPZ-SEZ Authority from time to time regarding conduct of the work shall be binding on the contractor.
3. It will be the contractor's responsibility to inspect and investigate the work site thoroughly so as to arrive at the rates quoted in the tender.
4. The contractor shall execute the whole and every part of the work in most substantial and workman like manner, both as regards materials and in every other respect in strict accordance with specifications. The contractor shall also conform exactly, fully and faithfully to the instructions in writing relating to the work assigned by the Estate Manager-In-Charge and lodged in the office to which the contractor shall be entitled to have access for the purpose of inspection at such office, or on the site of work during the office hours.
5. The Estate Manager shall have power to make any alterations in, or addition to the original specifications and instructions that may appear him to be necessary or advisable during the progress of work and the contractor shall be bound to carry out the work in accordance with any instructions in this connection which may be given to him in writing signed by the Estate Manager and such alteration shall not invalidate the contract; and any additional work which the contractor may be directed to do in the manner above specified as part of the work shall be carried out by the contractor on the same conditions in all respects and which he agreed to do the main work and at the same rates as are specified in the tender for the main work.
6. All works under or in course of execution or executed in pursuance of the contract shall at all times be open to the inspection and supervision of the Estate

Manager and his subordinates and the contractor shall at all times during the usual working hours and at all other times at which reasonable notice of the intention of the Estate Manager or his subordinate to visit the work shall have been given to the contractor, either himself be present to receive orders and instructions or have a responsible agent duly accredited in writing present for that purpose. Orders given to the contractor's duly authorized agent shall be considered to have the same force and effect as if they had been given to the contractor himself.

7. In case of tender by partners, any change in the constitution of a firm shall be forthwith notified by the contractor to the Estate Manager for his information.
8. Except where otherwise specified in the contract and subject to the powers delegated to him by SEEPZ-SEZ Authority under the rules then in force, the decision of the Estate Manager for the time being shall be final, conclusive and binding on all parties to the contract upon all questions relating to the meaning of the specifications and instructions hereinbefore mentioned and as to the quality of workmanship or materials used on the work or as to other question, claim, right matter or thing whatsoever, if any way arising out of or relating to the contract, specifications, estimates, instructions, orders or these conditions or otherwise, concerning the works or the execution, or failure to execute the same, whether arising during the progress of work or after the completion or abandonment thereof.
9. The tender is not transferable. The successful bidder shall not engage to any sub-contractor or any other organization in any matter and also not permitted to transfer their rights and obligations under the tender notice. If any of such matter noticed, the contract will be terminated without any further reference.
10. Cleaning work shall be done on daily basis from Monday to Saturday or as and when required by Officer-In-Charge. Cleaning activity shall start in the morning at 06:00 a.m. so as to complete all the cleaning work before 10:00 a.m.
11. In the event of any dispute arises, the decision of the Authority shall be final and binding.

❖ OTHER CONDITIONS:

1. Contractor has to clear road land width / pilot which include cutting trees less than 30 cm. In girth, cleaning brush wood, loose stones, vegetation, bushes, stumps and mole hills without any extra cost.
2. Every contractor shall, unless exempted in writing by the Estate manager concerned, produce along with his tender a solvency certificate from the Collector of the District within which he resides or a banker's certificate of his financial stability. If he fails to produce such a certificate his tender will not be considered.
3. If the additional and altered work includes any class of work for which no rate is specified in this contract; then such class of work shall be carried out at the rates mutually agreed upon between the Estate Manager and the contractor. If the additional or altered work, is ordered to be carried out before the rates are

agreed upon them, the contractor shall within seven days of the date of receipt by him of the order to carry out the work, inform the Estate Manager of the rate which he intends to charge for such class of work and if the Estate Manager does not agree to this rate, he shall be notice in writing be at liberty to cancel his order to carry out such class of work and arrange to carry it out in such manner as he may consider necessary provided always that if the contractor shall commence work or incur any expenditure in regard thereto before the rates shall have been determined as lastly hereinbefore mentioned, then in such case he shall only be entitled to be paid in respect of the work carried out or expenditure incurred by him prior to the date of the determination of the rate as aforesaid according to such rate(s) as shall be fixed by the Estate Manager. In the event of the dispute, the decision of the Chairperson of the Authority will be final. Where, however, the work is to be executed according to the specifications recommended by the contractor and accepted by the Competent Authority the alternations above referred to shall be within the scope of such specifications appended to the tender.

4. Any contractor who does not accept these conditions shall not be allowed to tender for works.
5. Any debris / waste materials / rabbit / dry leaves lying within the zone Complex should be removed and dumped in the BMC designated place under the permission / supervision of the Estate Manager. Also the cleaning contractor should have the BMC permission so that, if needed, the day to day dry waste viz. trees, branches etc. may be dumped in the BMC authorized dumping ground.
6. Also cleaning of high footfall areas i.e. Gate, SDF lobbies frontage, roads, CWC warehouse etc. will be in the scope of work.

CLEANING CONTRACT PART 'A'

Sr. No.	Area	Job	Required frequency	Machines to be deployed
SEEPZ SERVICE CENTRE				
1	Poarch	Sweeping	Daily	Manually
		Washing	Weekly	Pressure Water Jet
2	Doors	Cleaning	Daily	Dry Vacuum Cleaner
		Stain removing	Weekly	Manually
3	Windows	Cleaning	Daily	Dry Vacuum Cleaner
		Stain removing	Monthly	Manually
4	Doors, windows & furniture's frames	Dusting	Daily	Dry Vacuum Cleaner
		Polishing	Monthly	Manually
5	Staircases / common passages	Sweeping	Daily	Dry Vacuum Cleaner
		Scrubbing the floor	Monthly	Manually
6	Wall hanging	Washing	Monthly	Pressure Water Jet
		Dusting	Daily	Manually
7	Floor	Cleaning	Weekly	Manually
		Wet & Dry Cleaning	Daily	Scrubber Cum Dryer
		Scrubbing of Floors	Weekly	Scrubber
8	Carpet	Sweeping	Daily	Manually
		Vacuum Cleaning	Weekly	Dry Vacuum Cleaner
		Spot Cleaning	As when required	Spot cleaning kit
		Shampoo Cleaning	Quarterly	
9	Toilets	Wet & Dry cleaning	Daily	Scrubber cum dryer
		Scrubbing the floor	Daily	Scrubber
		Wall cleaning	Daily	Manually
		Cleaning wash basin	Daily	Manually
		Cleaning urinal	Daily	Manually
		Cleaning mirror	Daily	Manually
		Cleaning other fitting and fixtures	Daily	Manually
10	Switch buttons	Cleaning	Weekly	Manually
11	Furniture items	Dusting	Daily	Manually
		Stain removing	Daily	Manually
12	Door Mats	Dusting & Cleaning	Daily	Manually
13	Ducts	Cleaning and Washing	Monthly	Manually
14	Wall hanging	Sweeping	Daily	Dry Vacuum Cleaner
		Dry dusting	Daily	Manually
15	Ceilings	Cleaning	Quarterly	Dry Vacuum Cleaner
		Cleaning to lights and fittings	Quarterly	Dry Vacuum Cleaner
BFC BUILDING				
1	Poarch	Sweeping	Daily	Manually
		Washing	Weekly	Pressure Water Jet
2	Toilets	Wet & Dry Cleaning	Daily	Scrubber Cum Dryer

		Scrubbing the floor	Daily	Scrubber
		Wall Cleaning	Daily	Manually
		Cleaning Wash Basin	Daily	Manually
		Cleaning Urinal	Daily	Manually
		Cleaning Mirror	Daily	Manually
3	Door	Cleaning	Daily	Dry Vacuum Cleaner
		Stain Removing	Weekly	Manually
4	Windows	Cleaning	Daily	Dry Vacuum Cleaner
		Stain Removing	Monthly	Manually
5	Door, Windows & furniture's frames	Dusting	Daily	Dry Vacuum Cleaner
6	Staircases / Common passages	Sweeping	Daily	Dry Vacuum Cleaner
		Scrubbing the floor	Weekly	Manually
		Washing	Weekly	Pressure Water Jet
7	Door Mats	Dusting & Cleaning	Daily	Manually
8	Ducts	Cleaning & Washing	Monthly	Manually
9	Floor	Wet & Dry Cleaning	Daily	Scrubber Cum Dryer
		Scrubbing of floors	Fortnightly	Scrubber
10	Ceiling	Cleaning	Quarterly	Dry Vacuum Cleaner
		Cleaning to lights & fittings	Quarterly	Dry Vacuum Cleaner
GATE 1, 2 & 3				
1	Poarch	Sweeping	Daily	Manually
		Washing	Weekly	Pressure Water Jet
2	Toilets	Wet & Dry cleaning	Daily	Scrubber cum dryer
		Scrubbing the floor	Daily	Scrubber
		Wall cleaning	Daily	Manually
		Cleaning wash basin	Daily	Manually
		Cleaning urinal	Daily	Manually
		Cleaning mirror	Daily	Manually
		Cleaning other fitting and fixtures	Daily	Manually
3	Door	Cleaning	Daily	Dry Vacuum Cleaner
		Stain Removing	Weekly	Manually
4	Windows	Cleaning	Daily	Dry Vacuum Cleaner
		Stain Removing	Monthly	Manually
5	Door, Windows & furniture's frames	Dusting	Daily	Dry Vacuum Cleaner
		Polishing	Monthly	Manually
6	Staircases / Common passages	Sweeping	Daily	Dry Vacuum Cleaner
		Scrubbing the Floor	Weekly	Manually
		Washing	Weekly	Pressure Water Jet
7	Wall Hanging	Dusting	Daily	Manually
		Cleaning	Fortnightly	Manually
8	Switch buttons	Cleaning	Weekly	Manually
9	Furniture Items	Dusting	Daily	Manually
		Stain Removing	Daily	Manually
10	Door Mats	Dusting & Cleaning	Daily	Manually
11	Ducts	Cleaning & Washing	Monthly	Manually

12	Floor	Wet & Dry Cleaning	Daily	Scrubber Cum Dryer
		Scrubbing of Floors	Weekly	Scrubber
13	Wall Hanging	Sweeping	Daily	Dry Vacuum Cleaner
		Dry Dusting	Daily	Manually
14	Ceilings	Cleaning	Quarterly	Dry Vacuum Cleaner
		Cleaning to lights & fittings	Quarterly	Dry Vacuum Cleaner
SDF I TO VI				
1	Poarch	Sweeping	Daily	Manually
		Washing	Weekly	Pressure Water Jet
2	Staircase / Common passages	Sweeping	Daily	Dry Vacuum Cleaner
		Scrubbing the floor	Monthly	Manually
3	Floor	Washing	Monthly	Pressure Water Jet
		Wet & Dry Cleaning	Daily	Scrubber cum dryer
4	Ceilings	Scrubbing of floors	Weekly	Scrubber
		Cleaning	Quarterly	Dry Vacuum Cleaner
		Cleaning to lights & fittings	Quarterly	Dry Vacuum Cleaner
		G&J I to III		
1	Poarch	Sweeping	Daily	Manually
		Washing	Weekly	Pressure Water Jet
2	Staircase / Common passages	Sweeping	Daily	Dry Vacuum Cleaner
		Scrubbing the floor	Weekly	Manually
3	Floor	Washing	Weekly	Pressure Water Jet
		Wet & Dry Cleaning	Daily	Scrubber cum dryer
4	Ceilings	Scrubbing of floors	Fortnightly	Scrubber
		Cleaning	Quarterly	Dry Vacuum Cleaner
		Cleaning to lights & fittings	Quarterly	Dry Vacuum Cleaner
		SEEPZ RESIDENTIAL COMPLEX (Govt. Quarters)		
1	Poarch	Sweeping	Daily	Manually
		Washing	Weekly	Pressure Water Jet
2	Staircase / Common passages	Sweeping	Daily	Dry Vacuum Cleaner
		Scrubbing the floor	Weekly	Manually
3	Garbage Collection	Washing	Weekly	Pressure Water Jet
			Daily	Manually
4	Floor	Wet & Dry Cleaning	Daily	Scrubber cum dryer
		Scrubbing of floors	Weekly	Scrubber
5	Ceilings	Cleaning	Weekly	Dry Vacuum Cleaner
		Cleaning to lights & fittings	Weekly	Dry Vacuum Cleaner

CLEANING CONTRACT PART 'A-1'

Sr. No.	Area	Job	Required frequency	Machines to be deployed
SEEPZ				
1	External Façade	Dusting	Quarterly	Manually
2	Terrace	Cleaning	Weekly	Manually
		Spot Cleaning	Monthly	Manually
3	Lifts	Cleaning	Daily	Mechanized & Manually
4	Dust Bins	Cleaning from inside & outside	Daily	Manually
		Emptying Garbage	Daily	Manually
		Replacing soiled bags	Daily	Manually
5	Water Tank	Cleaning	Half Yearly	Mechanized & Manually
BFC BUILDING				
1	External Façade	Dusting	Quarterly	Manually
2	Terrace	Cleaning	Weekly	Manually
		Spot Cleaning	Monthly	Manually
3	Emergency staircase	Cleaning	Weekly	Mechanized & Manually
4	Lifts	Cleaning	Daily	Mechanized & Manually
5	Dust Bins	Cleaning from inside & outside	Daily	Manually
		Emptying Garbage	Daily	Manually
		Replacing soiled bags	Daily	Manually
6	Water tank	Cleaning	Half Yearly	Mechanized & Manually
GATE 1, 2 & 3				
1	External Façade	Dusting	Quarterly	Manually
2	Terrace	Cleaning	Weekly	Manually
		Spot Cleaning	Monthly	Manually
3	Emergency staircase	Cleaning	Weekly	Mechanized & Manually
4	Lifts	Cleaning	Daily	Mechanized & Manually
5	Dust bins	Cleaning from inside & outside	Daily	Manually
		Emptying Garbage	Daily	Manually
		Replacing soiled bags	Daily	Manually
6	Water Tank	Cleaning	Half Yearly	Mechanized & Manually
SDF I TO VI				
1	External Façade	Dusting	Quarterly	Manually
2	Terrace	Cleaning	Weekly	Manually
		Spot Cleaning	Monthly	Manually
3	Emergency Staircase	Cleaning	Weekly	Mechanized & Manually
4	Lifts	Cleaning	Daily	Mechanized & Manually
5	Dust bins	Cleaning from inside & outside	Daily	Manually
		Emptying Garbage	Daily	Manually
		Replacing soiled bags	Daily	Manually
6	Water Tank	Cleaning	Half Yearly	Mechanized & Manually
G&J I to III				
1	External Façade	Dusting	Quarterly	Manually
2	Terrace	Cleaning	Weekly	Manually
		Spot Cleaning	Monthly	Manually

3	Emergency Staircase	Cleaning	Weekly	Mechanized & Manually
4	Lifts	Cleaning	Daily	Mechanized & Manually
5	Dust bins	Cleaning from inside & outside	Daily	Manually
		Emptying Garbage	Daily	Manually
		Replacing soiled bags	Daily	Manually
6	Water Tank	Cleaning	Half Yearly	Mechanized & Manually
SEEPZ RESIDENTIAL COMPLEX (Govt. Quarters)				
1	External Façade	Dusting	Quarterly	Manually
2	Terrace	Cleaning	Weekly	Manually
		Spot Cleaning	Monthly	Manually
3	Lifts	Cleaning	Daily	Mechanized & Manually
4	Dust bins	Cleaning from inside & outside	Daily	Manually
		Emptying Garbage	Daily	Manually
		Replacing soiled bags	Daily	Manually
5	Water Tank	Cleaning	Half Yearly	Mechanized & Manually

CLEANING CONTRACT PART 'B'

Sr. No.	Area	Job	Required frequency	Machines to be deployed
ALL SEEPZ-SEZ AREA & Govt. QUARTERS				
1	All main roads & service roads	Cleaning	Daily	Mechanized & Manually
2	Pavement / footpath and other internal paths	Cleaning	Daily	Mechanized & Manually
3	Potted plants on divider & divider	Cleaning	Daily	Mechanized & Manually
4	Boundary walls	Cleaning	Fortnightly	Mechanized & Manually
5	Outside Road	Cleaning	Daily	Mechanized & Manually
6	Parking Area	Sweeping	Daily	Mechanized & Manually
		Washing	Weekly	Mechanized & Manually

CLEANING CONTRACT PART 'C'

Sr. No.	Area	Job	Required frequency	Machines to be deployed
ALL SEEPZ-SEZ AREA & Govt. QUARTERS				
1	Dry leaves, twigs & branches	Cleaning, collecting & transportation along with permission from BMC	Daily	Mechanized & Manually
2	Painting divider / blocks of footpath		Half Yearly	Manually

**SEEPZ SPECIAL ECONOMIC ZONE AUTHORITY
GOVERNMENT OF INDIA
MINISTRY OF COMMERCE & INDUSTRY
MUMBAI

AGENDA ITEM NO. 10

A) Proposal:-

Proposal for purchase of EDI stationary for Security Gate Pass (PVC Card printing):

B) Specific Issue on which decision of Authority is required:-

Approval of purchase of EDI stationary for Security Gate Pass (PVC Card printing):

C) Relevant provision of SEZ Act, 2005 & Rules:-

Section 34 of the SEZ Act, 2005 & Rule 7(1) of SEZ Authority Rules, 2009, read with GFR Rules 147 & 149 (Amended Rule dt. 02.04.2019).

D) Other Information:-

M/s. Laser Telesystems (P) Ltd., was awarded the contract vide work order no. SEEPZ-SEZ/EMS/GC/05/2015-16/VOL-II/06995 dt.01.04.2019 for Supply and Printing of Gate Passes (PVC Card) on the basis of format and data provided by SEEPZ SEZ Authority for Rs. 26/- rate per card for the year 2019-20. The said contract was extended till 31.07.2020 and conveyed to the service provider vide letter no. SEEPZ-SEZ/EMS/GC/05/2015-16/VOL-III/06870 dt.18.06.2020.

It is also to mention here that Tender was floated on 22.06.2020 for awarding the contract to another service provider on expiry of the ongoing service provider and as per the tender the last date of submission of the tender documents to Authority was 22.07.2020. The Authority had received 4 bids and the same are yet to be opened as the Committee members were not present due to pandemic COVID 19 and the extended lockdown.

In the meantime it was inspected and found that we have 2 printers which are lying unused and can be repaired and put to good use and an in house

arrangement can be made for printing of PVC cards. It is to further mention here that the current on-going contractor i.e. Laser Telesystems (P) Ltd., is charging Rs. 26 (PVC card + Printing) i.e. the rate for printing each card. The monthly record of printing of gate passes is about 5000 Nos. which implies a monthly billing of approx. Rs 1,30,000/- (Rs. 15,60,000 annually for 60,000 Nos. of passes).

The said annual cost can be reduced to an amount of Rs 9, 03,400, if Authority makes own arrangement of printing of gate-passes i.e. procurement of printer, cartridge, and cards. On surfing the Gem portal, the approx Estimated Cost as described and indicated in the link mentioned below may be seen:

1. Cost of Printer: Rs. 50,000 (2 years on-Site Warranty)
<https://mkp.gem.gov.in/smart-card-printer/smart-card-printer/p-5116877-93513945765-cat.html#variant id=5116877-93513945765>
2. Cost of Cartridge: Rs. 2,900 (Capacity 350 Cards)
<https://mkp.gem.gov.in/oem-ribbon-cartridge/zebra-zxp3-series-full-panel-ribbon/p-5116877-29515359056-cat.html#variant id=5116877-29515359056>
3. Cost of PVC card: Rs 5.89 (Original) <https://mkp.gem.gov.in/bussiness-visiting-cards/zebra-plain-pvc-card/p-5116877-31696241675-cat.html#variant id=5116877-31696241675>

The analysis of the annual cost would be as follows:

Particulars	Rate	Annual Cost
Printer	Rs. 50,000	Rs.50,000
Cartridge Original	Rs.2,900/- (for 350 Cards)	Rs.5,00,000/-approx (for 60,000 prints)
PVC cards Original	Rs. 5.89	Rs.3,53,400/- (for 60,000 cards)
Total Cost		Rs. 9,03,400/-

With reference to the above calculation there would be a saving of approx Rs. 6 lakhs annually [Rs. 15,60,000 (-) Rs. 9,03,400]. The said arrangement of printing cards can be executed by the outsourced data entry operator in the security section under the guidance of the Security officials.

The additional 2 printers of OEM Zebra company (Repair needed as those printers are not used from last 3 to 4 years) along with 37 cartridges for it, and 1000 Nos. of PVC cards are lying in stock as on date. If 2 Printers are made functional the same can be used as a replacement to the new printer in case if any error occurs in the newly purchased new printer.

Therefore as the tenure of the current ongoing contract of M/s. Laser Telesystems expired on 31st July 2020, hence it is proposed that the existing service provider may be requested to provide the services without any escalation and at a same rate of printing per card till the procurement of a new printer and proper and smooth functioning of the printing of the cards.

E) Recommendation:-

The proposal for extension of the existing service provider till the purchase of EDI stationary for Security Gate Pass (PVC Card printing) for in house facility is placed before the Authority for consideration and approval.



सीएफ़ विशेष आर्थिक क्षेत्र प्राधिकरण
सीएफ़ सेवा-केंद्र भवन, सीएफ़-विआर
अंधेरी (पूर्व), मुंबई - 400 093.

SEEPZ SPECIAL ECONOMIC ZONE AUTHORITY
SEEPZ SERVICE CENTRE BUILDING, SEEPZ SEZ
ANDHERI (E), MUMBAI - 400 093.

No. SEEPZ-SEZ/EMS/GC/05/2015-16/EDI-Vol-II/06995/96/97 Dated 01/04/2019

To,
M/s Laser Telesystems (P). Ltd.,
B-3, Nandkishor Indl. Est.,
Near Paper Box,
Mahakali Caves Road,
Andheri (E),
Mumbai - 400 093

Sub: Work Order for supply and printing of gate passes (PVC Cards)
on the basis of format and data provided by SEEPZ-SEZ
Authority.

Sir,

Please refer to your quotation dated 18/02/2019 for subject work.

In this connection, this is to inform that your quotation for subject work has been accepted by the Competent Authority in this office on following rates and subject to the following conditions:-

Sr. No.	Name of Items	Rate per Card (exclusive of GST)
1	Government Employees I-Cards	Rs. 26/-
2	Entry Gate Pass	Rs. 26/-

Conditions of work order:

1. M/s Laser Telesystems (P). Ltd. shall provide the printers, manpower and printing cards and carry out their work as per the scope of work, failing which the same will be treated as breach of contract and in that case the SEEPZ-SEZ Authority will have the right to cancel/terminate the contract without assigning any reason and EMD amount will be forfeited. No representation will be entertained in this regard.
2. M/s Laser Telesystems (P). Ltd. shall maintain the quality of printing cards and printing during the period. The matter for printing shall be neat and clean and as per the proforma.

अध्यक्ष Chairperson 28290856

सचिव Secretary 28294770

प्रबंधक (संपदा) Manager (Estate) 28294770

फ़ैक्स / Fax : 28291385 / 28291754

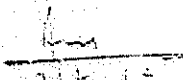
ई-मेल / E-mail : dcseepz-meh@nic.in

वेबसाइट / Website : www.seepz.gov.in

सीएफ़ विशेष आर्थिक क्षेत्र प्राधिकरण के बढ़ते कदम - राजभाषा के संग

3. Printing of Gate passes shall be done in the place provided by the SEEPZ-SEZ Authority. On each day the number of cards printed will be certified by the Gate Pass In-Charge.
4. M/s Laser Telesystems (P). Ltd. and his personnel/workers/employees shall comply with all the rules and regulations and the guidelines provided by the SEEPZ-SEZ Authority from time to time and further ensure to maintain the discipline during working hours.
5. The SEEPZ-SEZ Authority shall not be responsible for payment of wages and/or any other emoluments to the personnel/workers/employees of M/s Laser Telesystems (P). Ltd. so deployed. M/s Laser Telesystems (P). Ltd. shall at all time keep the authority indemnified against any claim from its personnel/workers in this regard.
6. Any loss/damage sustained to the SEEPZ-SEZ Authority due to any technical and or procedural lapses on the part of M/s Laser Telesystems (P). Ltd. or his personnel/workers/employees, the same shall be recovered by the SEEPZ-SEZ Authority from M/s Laser Telesystems (P). Ltd.
7. In case of the disruption of work of supply and/or failure to supply Gate Passes for more than three hours will entitled for penalty of Rs. 1000/-.
8. M/s Laser Telesystems (P). Ltd. shall give acceptance within 3 days from the date of receipt of the work order failing which the work order issued will be treated as cancelled.
9. Billing: The payment shall be made by the SEEPZ-SEZ Authority after the supply of cards and printing work has been fully executed, as per the rate at which, the bid has been allowed.
10. The tender is not transferable. M/s Laser Telesystems (P). Ltd. shall not engage to any sub-contractor or any other organization in any matte and also not permitted to transfer their rights and obligations under the tender notice.
11. EMD will be retained with the SEEPZ-SEZ Authority as Security Deposit for due fulfillment of the work order and refunded on expiry of the same. This will be forfeited for non compliance of the terms and conditions of the tender document. This amount will not bear any interest.
12. If the services of M/s Laser Telesystems (P). Ltd. are not found to be satisfactory, the SEEPZ-SEZ Authority reserves the right to terminate or cancel the work order at any time during the currency of the contract period without assigning any reasons.
13. On termination or cancellation of Work Order, M/s Laser Telesystems (P). Ltd. shall not be entitled for any sum or sums, whatsoever, from the SEEPZ-SEZ Authority by way of compensation, damages or otherwise.
14. In exceptional circumstances, the SEEPZ-SEZ Authority may solicit M/s Laser Telesystems (P). Ltd. consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.
15. This work order is valid for one year with effect from 01/04/2019 to 31/03/2020. The contract is extendable, subject to the satisfactory performance.

16. Other terms and conditions of the Tender Notice No. SEEPZ-SEZ/EMS/GC/05/2015-16/EDI-Vol-I/03060 dated 07/02/2019, remains same.


(Ashish Mishra),
I/c. Estate Manager,
SEEPZ-SEZ Authority

Copy to:

1. Billing Section, SEEPZ-SEZ Authority for information.
2. Security Section, SEEPZ-SEZ for further necessary action.



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
देलि. / Tel. : 022-28294719 फेक्स / Fax : 28291385
ई-मेल / E-mail: dcseepz-mah@nic.in. वेबसाइट / Website: www.seepz.gov.in



No. SEEPZ-SEZ/EMS/GC/05/2015-16/Vol-III/06870/06871)

Dated 18/06/2020

06872 / 06873

To,
M/s Laser Telesystems Pvt. Ltd.,
B-3, Nandkishor Indl. Est.,
Near Paper Box, Mahakali Caves Road,
Andheri (E),
Mumbai - 400093

Sub: Extension of existing contract for supply and printing of gate passes-reg.

Please refer to your e-mail dated 28th May, 2020 and work order No. SEEPZ-SEZ/EMS/GC/05/2015-16/Vol-II/06995 dated 01.04.2019 issued by this office for subject work.

2. In this connection, this is to inform that your existing contract has been extended by the Competent Authority till July, 2020 on same rate.
3. Other terms and conditions of tender notice and work order will remain unchanged.

Yours sincerely,

(Raju Kumar)

Asstt. Development Commissioner,
SEEPZ-SEZ

Copy to:

1. Estate Manager, SEEPZ-SEZ Authority →
2. Security Section, SEEPZ-SEZ →
3. Record Keeper, SEEPZ-SEZ

19/06/2020
19/06/2020
19/06/2020

ok.
18/06/20

smart card printer

Home Information Technology Broadcasting and Telecommunications Computer Equipment and Accessories Computer Printer smart card printer



SMART CARD PRINTER (ZEBRA) (ZXP SERIES 3 -IS)

₹ 49,999.98

Price For : 1 pieces

MRP/Unit: ₹ 63,000.00

Offer Price/Unit: ₹ 49,999.98

Availability: 15 In Stock

Min. Qty. Per Consignee: 1

Product id: 511687-93513945765

Country Of Origin: Not Declared

Local Content (MI): Not Declared

Sold by: Resellers

★★★★ 4.10

[View Sellers Details](#)

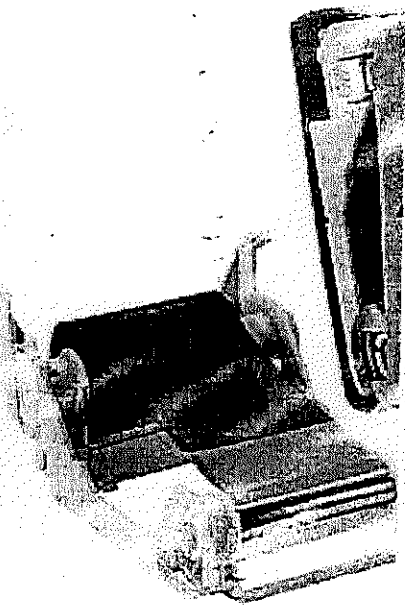
Printing Type	: Direct to Card (DTC)
Print colour	: Full colour
Print Capability	: Dual Sided Printing (Auto)
Print Resolution (dpi)	: 300

 **Ask GeMmy**
PRODUCT COMPARE

PRODUCT HISTORY ①

OEM Ribbon Cartridge

Home Office Equipment and Accessories and Supplies Office machines and their supplies and accessories printer and facsimile and photocopier supplies OEM Ribbon Cartridge



Zebra ZXP3 Series IN Full panel Ribbon (Zebra ZXP3) (Zebra ZXP3 Series IN Full panel Ribbon)

₹ 2,899.99

TRENDS

Price For : 1 pieces

MRP/Unit: ₹ 5,999.00

Offer Price/Unit: ₹ 2,899.99

Availability: 102 In Stock

Min. Qty. Per Consignee: 1

Product id: 5116877-29515359056

Country Of Origin: Not Declared

Local Content (MII): Not Declared

Sold by: Resellers

4.10

[View Sellers Details](#)

Brand : Lipi

Width of Ribbon i Ribbon : 75

Cartridges (mm)

Length of Ribbon in Ribbon : 15

Cartridges (meter)

Ask GeM.ny

[PRODUCT COMPARE](#)

[PRODUCT HISTORY](#) (2)

bussiness or visiting ca

Home Paper Materials and Products Paper products novelty paper bussiness or visiting cards



ZEBRA Matt Bussiness Or Visiting Cards (ZEBRA) (Zebra Plain PVC CARD)

₹ 5.89

TRIPUS

Price For : 1 pieces

MRP/Unit: ₹ 12.00

Offer Price/Unit: ₹ 5.89

Availability: 7000 In Stock

Min. Qty. Per Consignee: 1000

Product Id: 5116877-31696241675

Country Of Origin: Not Declared

Local Content (MII): Not Declared

Sold by: Resellers

★★★★★ 4.35

View Sellers Details


Width of card (mm) : 83

Type of Visiting Card : Plain

Paper / Board type : Bond

Grammage of paper / board (gsm) : 90

Surface Finish : Matt

 Ask GeM
PRODUCT COMPARE

PRODUCT HISTORY (3)

No.F. 1/26/2018-PPD
Government of India
Ministry of Finance
Department of Expenditure
Procurement Policy Division

Room.No.512, Lok Nayak Bhawan,
New Delhi dated the April, 2019

OFFICE MEMORANDUM

Subject: Replacement of name of erstwhile DGS&D (Directorate General of Supplies & Disposals) by GeM (Government e-Marketplace) in General Financial Rules (GFRs) 2017 - reg.

The undersigned is directed to refer Supply Division, Department of Commerce (DoC) OM No. 1(1)/2018-Pol. Dated 20.08.2018 proposing changes in GFRs, 2017 and to say that the proposal of DoC has been examined and it has been decided with the approval of Finance Minister to make changes to the GFRs, 2017 as tabulated below:

S.No.	Existing Provisions of GFRs, 2017	Amended Rule .
1.	<p>Rule 147: Powers for procurement of goods:</p> <p>The Ministries or Departments have been delegated full powers to make their own arrangements for procurement of goods. In case, however, a Ministry or Department does not have the required expertise, it may project its indent to the Central Purchase Organisation (e.g. DGS&D) with the approval of competent authority. The indent form to be utilized for this purpose will be as per the standard form evolved by the Central Purchase Organisation.</p>	<p>Rule 147: Powers for procurement of goods:</p> <p>The Ministries or Departments have been delegated full powers to make their own arrangements for procurement of goods and services, that are not available on GeM. Common use Goods and Services available on GeM are required to be procured mandatorily through GeM as per Rule 149.</p>
2.	<p>Rule 149 Government e-Marketplace (GeM):</p> <p>DGS&D or any other agency authorized by the Government will host an online Government e-Marketplace (GeM) for common use Goods and Services. DGS&D will ensure adequate publicity including periodic</p>	<p>Rule 149 Government e-Marketplace (GeM):</p> <p>Government of India has established the Government e-Marketplace (GeM) for common use Goods and Services. GeM SPV will ensure adequate publicity including periodic advertisement of the items to</p>

K. K. J.

S.No.	Existing Provisions of GFRs, 2017	Amended Rule
	<p>advertisement of the items to be procured through GeM for the prospective suppliers. The Procurement of Goods and Services by Ministries or Departments will be mandatory for Goods or Services available on GeM. The credentials of suppliers on GeM shall be certified by DGS&D. The procuring authorities will certify the reasonability of rates. The GeM portal shall be utilized by the Government buyers for direct on-line purchases as under:</p>	<p>be procured through GeM for the prospective suppliers. The Procurement of Goods and Services by Ministries or Departments will be mandatory for Goods or Services available on GeM. <i>The credentials of suppliers on GeM shall be certified by GeM SPV. The procuring authorities will certify the reasonability of rates.</i> The GeM portal shall be utilized by the Government buyers for direct on-line purchases as under:</p>
	<p>(i) Up to Rs.50,000/- through any of the available suppliers on the GeM, meeting the requisite quality, specification and delivery period.</p>	<p>(i) Up to Rs.25,000 through any of the available suppliers on the GeM, meeting the requisite quality, specification and delivery period.</p>
	<p>(ii) Above Rs.50,000/- and up to Rs.30,00,000/- through the GeM Seller having lowest price amongst the available sellers, of at least three different manufacturers, on GeM, meeting the requisite quality, specification and delivery period. The tools for online bidding and online reverse auction available on GeM can be used by the Buyer if decided by the competent authority.</p>	<p>(ii) Above Rs.25,000 and up to Rs.5,00,000 through the GeM Seller having lowest price amongst the available sellers (excluding Automobiles where current limit of 30 lakh will continue), of at least three different manufacturers, on GeM, meeting the requisite quality, specification and delivery period. The tools for online bidding and online reverse auction available on GeM can be used by the Buyers even for procurements less than Rs 5,00,000.</p>
	<p>(iii) Above Rs.30,00,000/- through the supplier having lowest price meeting the requisite quality, specification and delivery period after mandatorily obtaining bids, using online bidding or reverse auction tool provided on GeM.</p>	<p>(iii) Above Rs.5,00,000 through the supplier having lowest price meeting the requisite quality, specification and delivery period after mandatorily obtaining bids, using online bidding or reverse auction tool provided on GeM (excluding Automobiles where current limit of 30 lakh will continue).</p>
		<p>Note: There is no change in clauses (iv) to (viii).</p>

S.No.	Existing Provisions of GFRs, 2017	Amended Rule
3.	Rule 150: Registration of Suppliers.	Rule 150: Registration of Suppliers
	<p>(i) With a view to establishing reliable sources for procurement of goods commonly required for Government use, the Central Purchase Organisation (e.g. DGS&D) will prepare and maintain item-wise lists of eligible and capable suppliers. Such approved suppliers will be known as "Registered Suppliers". All Ministries or Departments may utilise these lists as and when necessary. Such registered suppliers are prima facie eligible for consideration for procurement of goods through Limited Tender Enquiry. They are also ordinarily exempted from furnishing bid security along with their bids. A Head of Department may also register suppliers of goods which are specifically required by that Department or Office, periodically. Registration of the supplier should be done following a fair, transparent and reasonable procedure and after giving due publicity.</p>	<p>(i) For goods and services not available on GeM, Head of Ministry/ Department may also register suppliers of goods and services which are specifically required by that Department or Office, periodically. Registration of the supplier should be done following a fair, transparent and reasonable procedure and after giving due publicity. Such registered suppliers should be boarded on GeM as and when the item or service gets listed on GeM.</p>
	<p>(v) The list of registered suppliers for the subject matter of procurement be exhibited on the Central Public Procurement Portal and websites of the Procuring Entity/ e-Procurement/ portals.</p>	<p>(v) The list of registered suppliers for the subject matter of procurement be exhibited on websites of the Procuring Entity/ e-Procurement portals.</p>
		<p>Note: There is no change in clauses (ii) to (iv).</p>
4.	Rule 155: Purchase of goods by Purchase Committee:	Rule 155: Purchase of goods by Purchase Committee:
	<p>Purchase of goods costing above Rs. 25,000 (Rupees twenty five thousand only) and upto Rs.2,50,000/- (Rupees two lakh and fifty thousand only) on each occasion may be made on the recommendations of a duly constituted Local Purchase Committee consisting</p>	<p><i>In case a certain item is not available on the GeM portal, Purchase of goods costing above Rs. 25,000 (Rupees twenty five thousand only) and upto Rs.2,50,000 (Rupees two lakh and fifty thousand only) on each occasion may be made on the recommendations of a</i></p>

S.No.	Existing Provisions of GFRs, 2017	Amended Rule
	<p>of three members of an appropriate level as decided by the Head of the Department. The committee will survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier. Before recommending placement of the purchase order, the members of the committee will jointly record a certificate as under:</p> <p>"Certified that we, members of the purchase committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question, and it is not debarred by Department of Commerce or Ministry/ Department concerned."</p>	<p>duly constituted Local Purchase Committee consisting of three members of an appropriate level as decided by the Head of the Department. The committee will survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier. Before recommending placement of the purchase order, the members of the committee will jointly record a certificate as under:</p> <p>"Certified that we, members of the purchase committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question, and it is not debarred by Department of Commerce or Ministry/ Department concerned."</p>
5.	<p>Rule 225 (xiii): Copies of all contracts and agreements for purchases of the value of Rupees Twenty-five Lakhs and above, and of all rate and running contracts entered into by civil departments of the Government other than the departments like the Directorate General of Supplies and Disposals for which a special audit procedure exists, should be sent to the Audit Officer and /or the Accounts officer as the case may be.</p>	<p>Rule 225 (xiii) Copies of all contracts and agreements for purchases of the value of Rupees Twenty-five Lakhs and above entered into by civil departments of the Government, should be sent to the Audit Officer and or the Accounts officer as the case may be.</p>

2. It has been also decided to delete Rules 148,156,159(iv),160(iii),173(xv) and 174(iv) of GFRs, 2017 related to rate contracts.

3. This OM is also available on our website www.doe.gov.in -> Notification -> Circular -> Procurement Policy OM.

Handwritten signature

4. Hindi version of this OM will follow.

K. Narayana Reddy
(K Narayana Reddy)
Under Secretary to the Govt. of India
Telfax:-24621305
Email:-kn.reddy@nic.in

To

- (i) Secretaries to All Central Government Ministries/ Departments
- (ii) Financial Advisors of All Central Government Ministries/ Departments

SEEPZ-SEZ AUTHORITY
SEEPZ SPECIAL ECONOMIC ZONE, GOVT. OF INDIA,
MINISTRY OF COMMERCE & INDUSTRY,
ANDHERI (EAST), MUMBAI

AGENDA ITEM NO. 11

c) Proposal: -

Proposal for hiring Executive under Authority for SEEPZ SEZ.

d) Specific Issue on which decision of AUTHORITY is required: -

Proposal for hiring Executive under Authority for SEEPZ SEZ and sanction under Authority Fund.

e) Relevant provisions of SEZ Act, 2005 & Rules, 2006/Instruction/Notification:-

Rule 9 (4) of the Authority Rules 2009.

f) Other Information: -

It is mentioned that Executives may be hired for handling day to day revenue and rents, preparation of tenders and monitoring the same, computer software, security and disaster management and to attend to the mails and ministerial govt. references. The detailed scope of work is annexed as an enclosure.

Attention is also invited to Rule 9 (4) of the SEZ Authority Rules 2009 which stipulates that : *"Authority may engage agencies or employees on contract/outsourcing for discharge of its functions and the terms and conditions of such appointment shall be decided by the Authority and preference shall be given to outsource all works to the extend possible"*.

The existing service provider agency viz. M/s. GA Digital is providing outsourced DEO/Executives for the Authority related matters and payment is being sanctioned under Authority Fund. The approved and appointed Service Provider for SEEPZ Administration who are providing Data Entry Operators, and

Executive, may be asked to provide qualified Executives and meeting the requirement of the SEEPZ Authority.

In view of the above facts it is proposed that, the candidates thus selected may be assigned the work of Authority and remuneration would be based on their qualification and experience and sanctioned from the Authority Fund.

g) Recommendation :-

Approval for engaging 5 Executives and sanction of the remuneration from Authority Fund.

Scope of Work - Executive - IT

- Analyze / assess the organization's IT requirements (short - and long - term) and recommend acquisitions and / or upgrades to top management.
- Plan and direct the installation (and upgrading, where needed) of hardware and software tools and technologies. With IT Security, help ensure the safety and security of the organization's IT network and electronic documents.
- Perform cost / benefit analyses of IT projects, prepare and present analyses (i.e., Justify spending) to the organization's top management.
- Continue to learn about new technologies and look for ways to implement them within the organization.
- Organize; coordinate to Contracted Vendors (AMC) for eg. Database manager / administrator, IT security, Software Experts).
- Plan and direct the work of IT professionals, including computer systems analysts, software developers.
- Negotiate with technology vendors, contractors to obtain the highest possible level of services for the organization.
- The responsibilities of creating GeM portal IDs for respective govt officials.
- Operating PFMS site, troubleshooting, creating new IDs, Renewal of ID digital signature every year for each user, and a mediator between PFMS office Mumbai and Accounts Department.
- Operating DGFT site, troubleshooting, change of name in certificate formats, maintenance of the website changes as per the guidance of DGFT Mumbai and Delhi.
- Operating Bhavishya portal, troubleshooting, creating user IDs and unlocking the employee IDs.
- Creating Email IDs for new Govt. official.
- Assisting system Administrator for Hardware trouble shootings, Firewall management and server management as because AMC implies only one expert for 150 users in DC office which is not enough.
- Assisting software expert for user training and few trouble shootings for SIMS, Access Control System, Website, EOU software's, NSDL.
- Monitoring and updating Rent Module, SEEPZ Facilitation Software and also providing training for operating same.
- Assisting e-Office staffs as per their needs.
- Handling the CCTV system of DC office till the AMC is being reissued to any CCTV vendor.
- Attending Calls and Queries by user, units, developers as well as senior govt. officials.
- Operating attendance.gov.in page according to the orders issued by Admin Department.
- Creating and processing Digital Signature for govt. staff.
- Maintenance of Tally ERP9 software.

Scope of Work - Executive - Infrastructure

- Preparation of Tenders Online/E-Tender or Offline on a daily basis and identify tenders which may be of interest to the Company. Preparing Tender Documents, Arranging, Compilation
- Follow ups for the EMD (Earnest Money Deposit) and security deposits.
- To follow relevant procedures as per GFR 2017 for Tender compilation, authorization and dispatch.
- Operating GeM portal for product and service procurement. Technical inspection of received goods for the remarks to be submitted to GeM portal.
- Arranging Pre-Bid meetings.
- Monitoring the tender with the service provider and submit monthly report for an individual tender.

- Reduce the cost of the tender, with proper validation of the work and the need of that specific contract.

Scope of Work - Executive - Security & Disaster Management

- Gate Pass Approval
- Surrendering of Gate Pass
- Query related to Gate Pass server and application.
- Developing the security of the organization with new ideas, implementing Face Detection attendance/ Smart Card setup.
- Analyzing the security setup and make monthly report for the same.
- Daily monitoring of the CCTV surveillance and other advance security setups.
- Creating Security Surveillance planning for proper distribution of security staff.
- Monitoring ID-Card Printing.
- Synchronizing the data for list of employees with respective unit holders on monthly basis.
- Track the threat, and plan accordingly for the situation.
- Planning for any specific occasion or higher official visit inside campus.
- Implementing Smart surveillance systems, which can track anything that enters the zone.
- Collaborate with other officials in order to prepare and analyze damage assessments following disasters or emergencies.
- Conduct surveys to determine the types of emergency-related needs that will need to be addressed in disaster planning, or provide technical support to others conducting such surveys.
- Coordinate disaster response or crisis management activities such as ordering evacuations, opening public shelters, and implementing special needs plans and programs.
- Design and administer emergency/disaster preparedness training courses that teach people how to effectively respond to major emergencies and disasters.
- Develop and maintain liaisons with municipalities, county departments, and similar entities in order to facilitate plan development, response effort coordination, and exchanges of personnel and equipment.
- Develop and perform tests and evaluations of emergency management plans in accordance with state and federal regulations.
- Inspect facilities and equipment such as emergency management centers and communications equipment in order to determine their operational and functional capabilities in emergency situations.
- Prepare emergency situation status reports that describe response and recovery efforts, needs, and preliminary damage assessments.
- Prepare plans that outline operating procedures to be used in response to disasters/emergencies such as hurricanes, nuclear accidents, and terrorist attacks, and in recovery from these events.
- Propose alteration of emergency response procedures based on regulatory changes, technological changes, or knowledge gained from outcomes of previous emergency situations.
- Review emergency plans of individual organizations such as medical facilities in order to ensure their adequacy.
- Study emergency plans used elsewhere in order to gather information for plan development.
- Attend meetings, conferences, and workshops related to emergency management in order to learn new information and to develop working relationships with other emergency management specialists.
- Provide information on emergency plans and their implementation process.
- Inventory and distribute biological, and chemical detection and contamination equipment, providing instruction in its maintenance and use.
- Provide communities with assistance in applying for federal funding for emergency management facilities, instrumentation, and other related items.

- Train local groups in the preparation of long-term plans that are compatible with federal and state plans.
- Coordinating with all service providers such as CCTV, Day to Day Maintenance, and Pest Control etc for reducing disaster calamity.

Scope of Work – Executive – Rent & Revenue

- Reconciliation of all rent accounts including holding accounts.
- Collaboration with Eviction and Revenue department.
- Administrative support to Gala Services, e.g. rent increases.
- Amendments to rent accounts including court paperwork.
- Processing of rent refund applications.
- Dealing with Unit Holders enquiries relating to refund / revised payments / rent account queries.
- Administration of direct debits using PFMS application.
- Service charges administration.
- Provides financial information to management by researching and analysing accounting data; preparing reports.
- Prepares asset, liability, and capital account entries by compiling and analysing account information.
- Documents financial transactions by entering account information.
- Summarizes current financial status by collecting information and other reports.
- Substantiates financial transactions by auditing documents.
- Maintain accounting controls by preparing and recommending policies and procedures.
- Guides accounting clerical staff by coordinating activities and answering questions.
- Secures financial information by completing Tally database backups.
- Maintain financial security by following internal controls.
- Prepare payments by verifying documentation, and requesting disbursements.
- Answers accounting procedure questions by researching and interpreting accounting policy and regulations.

Scope of Work – Executive – Secretariat

- Acting as a first point of contact: dealing with correspondence and phone calls.
- Managing diaries and organizing meetings and appointments, often controlling access to the DC/JDC.
- Maintain all hard copy and digital records for ongoing projects/issues.
- Booking and arranging travel, transport and accommodation.
- Organizing events and conferences.
- Reminding the DC/JDC of important tasks and deadlines.
- Typing, compiling and preparing reports, presentations and correspondence.
- Managing databases and filing systems.
- Implementing and maintaining procedures/administrative systems.
- Liaising with staff, and clients.
- Collating and filing expenses.
- Miscellaneous tasks.
- Take dictation and minutes.
- Produce reports, presentations and briefs.
- Reply and tracking for every letter of Ministry/ Secretariat.

SEEPZ SEZ AUTHORITY
SEEPZ-SPECIAL ECONOMIC ZONE, Govt. OF INDIA
MINISTRY OF COMMERCE & INDUSTRY
MUMBAI

AGENDA ITEM NO. 12

A) Proposal :-

Proposal for Non levy of penalty for un-surrendered and expired gate passes.

B) Specific Issue on which decision of Authority is required :-

Approval for Non levy of penalty for un-surrendered and expired gate passes.

C) Relevant provision of SEZ Act, 2005 & Rules :-

Section 34 of SEZ Act, 2005 and Rule 7 (6) of SEZ Authority Rules 2009

D) Other Information :-

SEEPZ-SEZ being Customs bonded area; the entry and exit of the persons/vehicle are restricted and controlled by the SEEPZ Security wing by way of issuing gate passes. Strict Procedure has been prescribed by the Office of the Development Commissioner, SEEPZ-SEZ for issue of various types of permanent & Daily passes for entry into SEEPZ-SEZ vide circular No.04 & 12 dated 14.05.2015 & dt.17.07.2017 respectively. According to the said circular, any person/vehicle found in SEEPZ-SEZ complex without valid entry passes shall be liable for action, not only for trespassers, but also under any other provision of law in force.

Attention is invited to Para 3(B) of the said Circular wherein, the unit shall surrender the gate passes immediately at the gate pass counter on expiry of valid period/termination of the employee/resignation of the employee. Non surrender of the gate pass will invite a penalty of Rs. 1000/- per gate pass which will be recovered from the concerned unit.

Audit on scrutiny in Feb. March, 2018 revealed that 26,674 gate passes issued by SEEPZ-SEZ Authority to the employees/units had expired on or before 1 August 2017, but not surrendered to security section. Also, 17235 gate passes expired after 1 August 2017 onwards were also not surrendered after validity period. Thus, the non-surrender of gate passes on expiry of validity period/termination of the employee/resignation of the employee attracted an imposition of penalty of Rs.352.92 lakh against the concerned units.

As SEEPZ SEZ Authority had received the AM No. 20 dt. 06.02.2018 and SOF No.02/2019-20 dt. 09.04.2019, SEEPZ SEZ Authority had initiated action for issuance of Notices to the Unitholders. As CAG had forwarded the DAP no. 60 of 2018-19, and once again mentioned that non-surrender of gate passes even after expiry of the validity period/termination has attracted imposition of penalty.

The Trade Associations time and again have vehemently objected to this collection, considering it an extra burden on their already stressed business as most of the units are under MSME sector. Further, the SGJMA Association has requested to withdraw the demand of huge penalty due to non surrendering the expired (or caused due to resignation/termination of workers) gate passes, un-intentionally. Further vide letter dt.29.05.2020 they have once again stated that the entire issue may be revisited or may be kept in abeyance till the lockdown is lifted and normalcy is restored.

A letter dt 26.5.2020 from Maharashtra Rajya Rashtriya Kamgar Sangh (INTUC) was also received in this office regarding charging fees/penalties for issue/non surrendering of gate passes. Therefore keeping in view the facts, a letter dated 09.06.2020 was sent requesting MOC&I to issue necessary guidelines/instructions in the matter, taking into the consideration the present lockdown and difficulty faced by the units on account of financial losses.

SEEPZ SEZ Authority vide letter d.t 09.06.2020 had conveyed the aforesaid facts to the Ministry and also mentioned in the said letter that there is an urgent need to take a conscious decision in the matter to drop the para by not treating the amount involved as revenue loss as prime activity of an SEZ is not to earn from loss of gate passes. This will help the MSMEs for which Govt. have issued slew of measures for their survival and for their participation in making the country self reliant.

Also, the Zone is in the process of making systematic changes to put in place better arrangements with the help of technology to improve the system of issuance of passes for entry in SEEPZ.

1. Possibilities are being explored to have a better system of access control with the help of technology like face recognition etc. The pros and cons of the same are under active discussion in consultation with other stakeholders.
2. Already, a rent module has been implemented in SEEPZ on which Units have direct access to all details in respect of outstanding amounts and due dates. They can make online payments of rent as per their convenience. Similar system may be adopted for the gate passes, their renewal, reporting of loss and surrendering of expired ones. Actual cost may be recovered rather than imposing penalty. A decision will be taken in the SEZ Authority in this respect.

Ministry was also intimated in the said letter that in other Govt. SEZs no such issue exists and comments from other Govt. SEZs are being called about the practice being followed by them if deemed fit. Ministry was requested to kindly issue necessary guidelines/instruction in the matter, taking into consideration of the lockdown and difficulty faced by the Units on account of the financial losses.

Further, on enquiry, all the Zones had verbally intimated that no such penalty is being levied by them. However, this office letter dated 04.06.2020 and subsequent reminder dt. 30.06.2020 had requested all Zones to intimate the practice being followed by them for levy of non-surrender/expired of gate pass and also requested to provide the circular, if any, issued for charges levied for fine/penalty for expired/non-surrendered gate pass.

Vishakhapatnam Special Economic Zone vide communication dt. 15.06.2020 has informed that VSEZ is issuing gate passes to Unitholders without any charges and their office is not collecting any penalty on expired/non-surrendered gate passes issued to the unit holders in VSEZ.

Further, reply has also been received from Noida Special Economic Zone on 06.07.2020 and they have stated that NSEZ issues gate passes at the rates fixed by their office on the request of the unit. No penalty/fine levied on expired gate pass. They have submitted the circular in respect of charges levied on entry pass. Reply from other SEZ's has not been received.

MOC&I vide communication dated 22.07.2020 has clarified that the circular which imposed the penalty of Rs.1000/- was decided and approved by the Zone itself, necessary changes in it may also come under their purview. They also advised that the matter may again be placed before Authority Committee and an appropriate decision may please be taken to close the matter. Thereafter DGEP may be informed about the steps being taken to improve the system of issuance of passes for entry in SEEPZ along with request for dropping the DAP No. 60.

As the other Zones are also not levying any penalty on non-surrender of gate pass, and considering that the same is not in consonance with the SEZ Act and Rules, the same policy as in other Zones may be adapted in SEEPZ SEZ Authority also. However, a parameter may be defined and all the Unitholders may be instructed to update the surrender/expired gate passes on the gate pass system and the same may be monitored by the security section so as to avoid any hassle and audit objection in future.

E) Recommendation:

The proposal for Non levy of penalty for un-surrendered and expired gate passes is placed before the Authority for appropriate consideration, in terms of the advice received from the Department on the reference sent by this office.



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.: 022-28294728 फ़ैक्स / Fax: 28291385

ई-मेल / E-mail: dcseepz-mah@nic.in, वेबसाइट / Website: www.seepz.gov.in



No. SEEPZ-SEZ/ESTATE/CRA/302/2018-19/06431

Dated: 9.06.2020

To,

Shri Sumit Kumar Sachan
Under Secretary to the Govt. of India,
SEZ Section, Deptt. Of Commerce,
Ministry of Commerce & Industry,
Udyog Bhavan,
New Delhi - 110011.

Sub: DAP No. 60 for audit report 2018-19 (Customs) non levy of penalty for un-surrendered and expired gate passes-regarding.

Sir,

Please refer to your letter dated 27.05.2020 on the subject mention above. Audit scrutiny in march Feb, 2018 revealed that 26,674 gate passes issued by SEEPZ SEZ authority, Mumbai to the employees/units had expired on or before 1 August 2017, but not surrendered to security section. Further, 17235 gate passes that expired after 1 August 2017 onwards were also not surrendered after validity period. Thus, the non-surrender of gate passes even after expiry of validity period/termination of the employee/resignation of the employee attracted an imposition of penalty of Rs.352.92 lakh against the concerned units, as per the aforesaid provision. The possibility of misuse of the surrendered/expired gate passes also could not be ruled out.

In this connection, it may be mentioned that the SEEPZ-SEZ being Customs bonded area; the movement of goods in and out of the zone is subject to strict compliance of the prescribed procedure. The entry and exit of the persons/vehicle are also restricted which is controlled by the SEEPZ Security wing by way of issuing gate passes. Procedure has been prescribed by the Office of the Development Commissioner, SEEPZ-SEZ for issue of various types of permanent & Daily passes for entry into SEEPZ-SEZ vide circular No.04 & 12 dated 14.05.2015 & dt.17.07.2017 respectively (copy enclosed). According to this circular, any person/vehicle found in SEEPZ-SEZ complex without valid entry passes shall be liable for action, not only for trespassers, but also under any other provision of law in force.

.....2/-

Further, as per the Para 3(B) of the Circular, the unit shall surrender the gate passes immediately at the gate pass counter after the expiry of valid period/termination of the employee/resignation of the employee. Non surrender of the gate pass will invite a penalty of Rs. 1000/- per gate pass which will be recovered from the concerned unit.

The issue needs to be revisited as it is not covered under the main objectives of SEZ and the amount of objection does not represent the taxes/duties/levies etc. It is more in the nature of a penalty imposed by SEEPZ in case of loss of gate passes and not for any violation of SEZ Act/Rules or any other Act or Rules.

In fact, there is no provision under SEZ Act/ Rules for imposing and recovering penalties on lost gate passes. The circular in question was issued by SEZ Authority to monitor the process of entry and exit in access controlled area of SEZ. The spirit of the Circular was to improve procedural measures rather than earning of revenue.

As SEEPZ SEZ Authority had received the AM No. 20 dt. 06.02.2018 and SOF no. 02/2019-20 dt. 06.02.2018, SEEPZ SEZ Authority had initiated action for issuance of Notices to the Unitholders. As CAG had forwarded the DAP no. 60 of 2018-19, and once again mentioned that non-surrender of gate passes even after expiry of the validity period/termination has attracted imposition of penalty, thereby ruled out the possibility of misuse of the Unsurrendered/expired gate passes. In an earlier Authority meeting also a decision was taken to collect the amount due to on account of these un-surrendered gate passes. This decision of Authority would also need to be revisited, as it does not seem to be reasonable to go ahead with collection of penalty for unsurrendered expired gate passes.

Moreover, the efforts made to recover the said amount have not resulted in encouraging outcomes. The trade associations time and again have vehemently objected to this collection, considering it an extra burden on their already stressed business as most of the units are under MSME sector. The matter is becoming an irritant in the relationship between the SEEPZ authorities and industry representatives, as it comes up in every meeting and officers are hard put to defend their action of collecting penalty for such things.

There are several oral and written representations in the matter from Trade bodies which may result into litigation also, if coercive actions are resorted to.

Since earlier the decision had been taken to go along with audit para and make the recoveries whereas now it is apparent that the said course of action needs to be avoided, it is felt necessary on the part of this office to take the concurrence of the Department of Commerce for revisiting the issue as it involves an imposition of penalty of Rs. 352.92 lakhs as mentioned in the DAP no. 60 of 2018-19.

There is an urgent need to take a conscious decision in the matter to drop the para by not treating the amount involved as revenue loss as prime activity of an SEZ is not to earn from loss of gate passes. This will help the MSMEs for which Govt have issued slew of measures for their survival and for their participation in making the country self reliant.

The Zone is in the process of making systematic changes to put in place better arrangements with the help of technology to improve the system of issuance of passes for entry in SEEPZ.

1. Possibilities are being explored to have a better system of access control with the help of technology like face recognition etc. The pros and cons of the same are under active discussion in consultation with other stakeholders.
2. Already, a rent module has been implemented in SEEPZ on which Units have direct access to all details in respect of outstanding amounts and due dates. They can make online payments of rent as per their convenience. Similar system may be adopted for the gate passes, their renewal, reporting of loss and surrendering of expired ones. Actual cost may be recovered rather than imposing penalty. A decision will be taken in the SEZ Authority in this respect.

It is further mentioned that previously, vide letter dt. 09.09.2016, the SGJMA Association has requested to withdraw the demand of huge penalty due to non surrendering the expired (or caused due to resignation/termination of workers) gate passes, un-intentionally. Further vide letter dt.29.05.2020 they have once again stated that the entire issue may be revisited or may be kept in abeyance till the lockdown is lifted and normalcy is restored. (Copy enclosed)

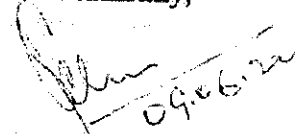
A letter dt 26.5.2020 from Maharashtra Rajya Rashtriya Kamgar Sangh (INTUC) was also received in this office regarding charging fees/penalties for issue/ non surrendering of gate passes (Copy enclosed)

It is worth mentioning here that in other Govt. SEZs, no such issue exists. Comments from other Govt. SEZs may be called for in this matter about the practice being followed by them, if deemed fit.

You are hereby requested to kindly issue necessary guidelines/ instructions in the matter, taking into the consideration of lockdown and difficulty faced by the units on account of financial losses.

This issue with the approval of Development Commissioner SEEPZ SEZ.

Yours faithfully,



(C.P.S. Chauhan)
Jt. Development Commissioner,
SEEPZ-SEZ

Encl: As above.

URGENT

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K-43011(26)/2/2020-SEZ (ADMIN.)
Government of India
Ministry of Commerce and Industry
Department of Commerce
(SEZ Admn. Section)

Udyog Bhawan, New Delhi
The 22nd July 2020

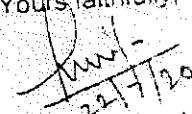
To,
The Development Commissioner,
SEEPZ Special Economic Zone,
Krantiveer Lakhujji Salve Marg,
Andheri East Mumbai, Maharashtra 400093

Subject: DAP No. 60 for audit report 2018-19 (Customs) non levy of penalty for
unsurrendered and expired gate passes—regarding.

Sir,
I am directed to refer to letter No. SEEPZ-SEZ/Estate/CRA/302/2018-19/06431
dated 9.6.2020 on the subject cited above and to state that the matter was examined in
this Department and it is observed that the circular which imposed the penalty of Rs 1000/-
was decided and approved by the Zone itself, necessary changes in it may also come
under their purview.

2. Since SEEPZ SEZ Authority had already initiated action for issuance of notices to the
unit holders and decision was taken to collect the amount due to on account of these un-
surrendered gate passes. It is advised that the matter may again be placed before
Authority Committee and an appropriate decision may please be taken to close the matter.
Thereafter, DGEP may be informed about the steps being taken to improve the system of
issuance of passes for entry in SEEPZ along with request for dropping the DAP No. 60.
3. This issues with the approval of Competent Authority.

Yours faithfully,


22/7/20

(Sumit Kumar Sachan)
Under Secretary to the Government of India
Tel: 23062496
E-mail: sumit.sachan@nic.in

SEEPZ SEZ AUTHORITY
SEEPZ-SPECIAL ECONOMIC ZONE, Govt. OF INDIA
MINISTRY OF COMMERCE & INDUSTRY
MUMBAI

AGENDA ITEM NO. 13

A) Proposal :-

Proposal for implementation of Solar Power Project by MEDA and appointment of PMC @3% as consultancy charges.

B) Specific Issue on which decision of Authority is required :-

Approval for installation of Solar Roof Top Panel at SEEPZ-SEZ by MEDA and appointment of PMC @3% as consultancy charges.

C) Relevant provision of SEZ Act, 2005 & Rules :-

Section 34 of SEZ Act, 2005 and Rule 7 (1) of SEZ Authority Rules 2009

D) Other Information :-

M/s. Maharashtra Energy Development Agency being nominated by PEC Ltd. under MOC&I had given their consent for implementation of the solar project as Concept to commissioning as per the rules and regulations laid down vide Maharashtra Govt. Resolution NBCE-2015/387/Part-3/Energy-7 dt. 08.06.2016 @ 1% as consultancy charges. Accordingly that the proposal of MEDA for appointment of MEDA as PMC for implementation of the project from "Concept to Commissioning" with the PMC charges of 1% for the entire project cost was placed before the 34th Authority meeting held on 11.05.2018 wherein the Authority approved proposal for appointment of MEDA as PMC for implementation of the project from concept to commissioning with PMC charges @ 1% for the entire project cost and directed to execute the same as per the guidelines of Govt.

However, MEDA vide its communication dated 03.09.2018 has submitted a revised proposal for implementation of the project from "**concept to commissioning**" with the PMC Charges of 3% for the entire project cost for consideration with the above scope of work.

Accordingly, the proposal for implementation of Solar Power Project by MEDA and appointment of PMC @3% consultancy charges was once again placed before the 37th Authority Meeting held on 24.10.2019. During the Meeting, the Authority was briefed conveying that the proposal for implementation of the project from concept to commissioning by MEDA with PMC charges @1%.

After deliberation, the Authority examined the proposal and held the view that the present proposal of solar power plant is only for 5 MW and looking at the requirements at the Zone, the possibility of a 25 MW Power Project may be explored, which may be implemented in co-ordination with MEDA @ 1% PMC consultancy charges only as approved in the 34th Authority meeting held on 11.05.2018. The same was already informed to MEDA vide our letter dated 18.11.2019 and requested to them convey their acceptance & implement the project @1% PMC Charges & the same was also informed to MOC&I that SEEPZ is in the implementation of the said Solar project.

In response to our letter dated 18.11.2019 of 1% PMC Charges, MEDA once again requested to consider PMC charges at 3% based on scope of work, administrative expenses and extended support required for said project at SEEPZ-SEZ.

Accordingly, the proposal for implementation of Solar Power Project by MEDA and appointment of PMC @ 3% consultancy charges was once again placed before the 39th Authority Meeting held on 31.12.2019. During the Meeting, the Authority was briefed conveying that the proposal for implementation of the project from concept to commissioning by MEDA with PMC charges @1%.

After deliberation, the Authority examined the proposal and held the view that MEDA may be asked to furnish the detailed work order of the work executed in any Govt. deptt. in which they have kept charges @3% or more and further whether they have undertaken similar work in current fiscal year for less than 3%. It was also decided to write to Govt. agencies such as Solar Energy Corp. of India Ltd. informing them about the proposal and seeking suggestions as to whether the model is reasonable. Also MEDA may be asked to examine as to whether the Solar Project can be implemented w.r.t. the stability of the Bldg.

Further this office vide letter dated 24.01.2020 asked Govt. agency i.e. M/s. Solar Energy Corporation of India Ltd. to furnish their comments/suggestions on the PMC charges & also asked MEDA to examine as to whether the Solar Project can be implemented w.r.t. considering the stability of the Bldg.

In response to our letter dated 24.01.2020 of 1% PMC Charges, M/s. Maharashtra Energy Development Agency (MEDA) has submitted the details of the work executed by them at various Departments as indicated below for information:-

Sr. No.	Name of Work	Name of Department	Capacity	PMC Charges
1.	Implementation of 486 kWp Grid Connected Ground Mounted Solar PV System for MADC Shirdi Airport, Pimpri Lokai, Shirdi, Ahmednagar	M/s. Maharashtra Airport Development Company	486 kWp	5% of Total Project Cost

2.	Electrification of Water Supply Scheme and Water Treatment Plant through Solar Photovoltaic Energy under Amrut Yojana	Urban Development Department (Government of Maharashtra)	Varies Depending on requirement	5% of Total Project Cost
3.	Electrification of various Government Offices through Solar Photovoltaic Energy in Urban and Rural Area of Mumbai Divisional Office	DPDC	Varies Depending on requirement	5% of Total Project Cost
4.	Electrification of Water Supply Schemes through Solar Photovoltaic Energy under RESCO Model	Maharashtra Jeevan Pradhikaran (MJP)	Varies Depending on requirement	5% of Total Project Cost

Attention is also invited to the letter dated 20.02.2020 by SECI (Solar Energy Corporation of India Ltd), wherein it is stated that SECI is operating a scheme for "Design, Supply, Erection, Testing and Commissioning including warranty, operation and maintenance of Roof Top Solar PV System." Further SECI described the procedure for installation of Roof Top Solar System and also suggested that M/s Aditya Green Energy Pvt. Ltd is the successful bidder of the Scheme.

In view of the aforesaid information obtained from MEDA and SECI, it is proposed that the proposal of MEDA @ 3% PMC consultancy charges with the following methodology is proposed :-

- (i) MEDA shall constitute a working committee and steering committee, representative of SEEPZ as the member for this committee for seeking necessary recommendation & approval respectively for successful execution of renewable energy projects.
- (ii) Team MEDA & its empanelled consultancy shall carry out site survey for identify the potential areas for the Development of Solar Power Plant.
- (iii) Suggest/recommend capacity & technology for renewable energy project.
- (iv) Prepare brief Presentation & Detail Project Report (DPR).
- (v) Prepare & issue tender notice & tender documents and complete e-tendering process for selection & appointment of reputed supplier/ executer/vendors for renewable energy plants/system; having provision for comprehensive maintenance contract (CMC) for first five years on commissioning.
- (vi) Arrange attend project progress review meetings.

- (vii) Supervise inspections/testing at mutually agreed hold points during manufacturing of system components and during execution of project at site.
- (viii) Supervise commissioning & process for handing over installed system to SEEPZ.

Service scope for MEDA and Payment Terms:

Sr. No.	Scope-Description	Completion (%)/Fees in Rs.
1.	Visit site; work out feasibility for implementation of revamping &/OR new solar power project at SEEPZs various buildings	1% (25,71,120/-)
2.	Preliminary study & selection of best suitable efficient technology for Renewable Power Generation System and submit the Design Basis Report (DBR)	
3.	Prepare & submit Detail Project Report (DPR)	
4.	Prepare tender documents and tender notice for RESCO Model OR CAPEX Model	1% (25,71,120/-)
5.	Arrange attend pre-bid meeting	
6.	Prepare & submit technical evaluation for received technical offers	
7.	Prepare draft for contract	
8.	Arrange attend Kick-off-meeting with successful Contractor	1% (25,71,120/-)
9.	Review/approve design drawings/documents submitted by Contractor	
10.	Provide technical assistance for obtaining permission for grid connectivity from DISCOM.	
11.	Attend/witness stage wise inspections during manufacturing & submit report	
12.	Attend/witness stage wise inspections during execution at site & submit report	
13.	Witness trials, testing & commissioning of entire system/project & submit report	
14.	Prepare documents required to hand over installed system to Client	
15.	Provide assistance in troubleshooting during operation of installed system, if any, for 1 st year of O & M	

SEEPZ shall transfer project funds to MEDA, as per the estimated cost indicated in DPRs. for the project where MEDA has responsibility to release the payment to appointed system supplier/vendor.

It may be mentioned that the Electrical Engineer had further examined the scope of work and stated that the Maharashtra Energy Development Agency (MEDA), a state Nodal Agency of MNRE can be appointed as a Project Management Consultant (PMC) to implement the Solar Power Plant at SEEPZ campus either on CAPEX or RESCO MODEL and MEDA has confirmed that as directed by Govt. of

India PMC charges will be @3% of the Project cost and can be paid in 3 stages and to be decided by SEEPZ Authority. Completion of the project would take 10-12 months.

Engineer has also highlighted on the following points :-

- Under CAPEX Model roof top owner will bear the entire cost of the project. As per circular of Ministry of New & Renewable Energy, GOI dt. 21.07.20, cost of project for capacity of 200 to 500 KW is @ Rs. 36/- per Watt for financial year 2020-21. In terms of MW, same translates to Rs. 3.6 crores per MW.
- Under CAPEX Model , AMC will be undertaken by MEDA at their cost and risk for a period of 5 years from the date of completion of project
- On completion of 5 years of AMC, MEDA will handover the project to SEEPZ Authority.
- Also AMC of the plant will be undertaken by MEDA on chargeable basis and the charges may vary from 1% to 1.5%.
- Under RESCO Model upfront cost of the project will be board by Solar Plant Developer and will take the full responsibility to construct the project from initial stage of the project development such as survey of site, preparation of DPR, placing the order for equipment supply, testing and commissioning and carryout AMC of the project till 25 years with its full ownership resting on the Developer i.e. MEDA. MEDA will sell the electricity to SEEPZ at pre-determined rate @ Rs. 3.6/- per unit for 25 years.

In conclusion following is the summary :-

	CAPEX MODEL	RESCO MODEL
1.	SEEPZ will require to make upfront expenditure	In RESCO Model SEEPZ need not to make any expenses towards Project implementation or AMC charges
2.	AMC cost to be borne by SEEPZ @1% of the Project cost	SEEPZ will get Electricity at discounted rate of @ Rs.3.6 per unit against the current Elect. Tariff of DISCOM of Rs.11 per unit being charged by Adani Elect. Therefore saving for SEEPZ & unit holders both is of Rs. (11-3.6) = Rs.7.4 per unit.
3.	SEEPZ can sell Electricity so generated from the Plant to the unit holders or in the open market. Project cost can be recovered within 3 years from the revenue generated by selling the electricity.	
4.	1 MW capacity solar plant will generate = 1000KWx5 units per day x 30 days x12 months = 18,00,000 (1.8 MU) per year and the same can be sold to the Unit Holders @Rs.6.0 /-Revenue	Ownership of the plant will rest with the developer for the agreed period of 25 years.

	generated = Rs.1.8MU * Rs.6.0= Rs.1.08 Crores per year	
5.	Cost recovery period = Rs.3.6 crores (cost of the Project)/Rs.1.08 (Revenue) - 3.3 years	

Conclusion: In CAPEX Model Monetary gain is more compared to that of RESCO Model, but RESCO model is free from any obligation/responsibility related to capital investment or maintenance of plant of 25 years. Technically, both the models are equally good.

Though Capex Model has already been approved in Authority Meeting, however, RESCO model will suit more to SEEPZ compared to CAPEX Model, as SEEPZ (Rooftop owner) will remain free from obligation of investing any capital for construction and subsequently AMC of the project, except bearing 3% expenses towards PMC services to be charged by MEDA.

E) Recommendation:

The proposal for implementation of Solar Project by MEDA and appointment of PMC @3% as consultancy charges for implementation of 5 MW of solar power plantis placed before the Authority for consideration.

MINUTES OF THE 39TH AUTHORITY MEETING HELD ON 31.12.2019
UNDER THE CHAIRMANSHIP OF DEVELOPMENT COMMISSIONER &
CHAIRPERSON, SEEPZ-SEZ AUTHORITY.

The following were present:

- | | | | |
|-------|---|---|------------------|
| (i) | Shri. Devendra Singh
Dy. DGFT, Mumbai | - | Member |
| (ii) | Shri. Shishir B Nevatia
Director, M/s. Sunjewels Pvt. Ltd. | - | Member |
| (iii) | Shri C.P.S. Chauhan
JDC, SEEPZ-SEZ | - | Member/Secretary |
| (iv) | Shri Keshav Jadhav
ADC (Estate) | | |

The Chairperson welcomed the Members of the SEEPZ-SEZ Authority and thereafter Agenda was taken up for discussion.

Agenda Item No. 1 : Confirmation of the Minutes of the 38th Meeting held on 28.11.2019.

The Minutes of the meeting held on 28.11.2019 were approved with consensus.

Agenda Item No. 2: Hiring of security services for SEEPZ SEZ along with SEEPZ SEZ Residential Complex (Govt. Quarters)

The Authority was briefed that the existing contract for security services was awarded to M/s. Singh Intelligence Security Pvt. Ltd. @ Rs. 37,28,200/- per month i.e. Rs. 4,47,38,400/- per year which expires on 31.12.2019. The Authority was also informed that efforts were taken on GeM portal for selection of the agency. Authority was conveyed that M/s. Singh Intelligence Security was one among the lowest bidder by following Rule 149 (iii) of GFR 2017.

The Authority had obtained the satisfactory report from the Trade and the Committee headed by Specified officer w.r.t. the overall performance of the existing agency before selection for the next year. The report obtained from Committee and the SGJMA was found satisfactory.

After deliberation, the Authority held the view that M/s. Singh Intelligence Security Pvt. Ltd. being the existing security agency and aware of the security of the Zone and viewing the satisfactory report, agreed and approved that the tender may be

Civil Engineer was asked to survey the entire drainage line from SDF-IV to existing septic tank and it was observed that the same needs to be replaced with sewer pipe lines and new manholes chambers of bigger dia size need to be constructed.

Authority was conveyed that this office vide letter dated 03.12.2019 has already asked MIDC to submit the detailed estimate with Standard Materials based on the current DSR and after received the estimate cost, submit the proposal in Next Authority Meeting for consideration. MIDC are yet to furnish their reply.

After deliberation, the Authority held the view that MIDC being the Special Planning Authority may be asked to furnish a detailed statement so that the drainage pipeline may be changed with a bigger dia and the cables thus ducted inside the drainage line may be laid in such a manner that there is no choke up.

Agenda Item no. 18 : Proposal for implementation of Solar Power Project by
MEDA and appointment of PMC @ 3% consultancy
Charges

The Authority was briefed conveying that the proposal for implementation of the Solar Power Project was placed in the 34th Authority meeting held on 11.05.2018 and the Authority approved the implementation of the project from concept to commissioning by MEDA with PMC charges @ 1%. However, since MEDA had submitted the revised charges @ 3% consultancy charges and the scope of work the proposal was placed before the Authority. Authority was informed that the entire investment is made by the Developer of the Solar Power Plant as appointed by MEDA and expenditure is not to be incurred by SEEPZ.

Authority was also conveyed that in the 37th meeting, the present proposal of solar power plant is only for 5 MW and looking at the requirements at the Zone, the possibility of a 25 MW Power project may be explored, which may be implemented in co-ordination with MEDA @ 1% PMC consultancy charges only as approved in the 34th Authority meeting held on 11.05.2018.

Authority held the view that MEDA may be asked to furnish the detailed work order of the work executed in any Govt. dept. in which they have kept charges @ 3% or more and further whether they have undertaken similar work in current fiscal year for less than 3%. It was also decided to write to Govt. agencies such as Solar Energy Corpn. Of India Ltd. informing them about the proposal and seeking suggestions as to whether the model is reasonable. Also MEDA may be asked to examine as to whether the Solar Project can be implemented w.r.t. the stability of the Bldg.

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MINUTES OF THE 34TH AUTHORITY MEETING HELD ON 11.05.2018
UNDER THE CHAIRMANSHIP OF DEVELOPMENT COMMISSIONER &
CHAIRPERSON, SEEPZ-SEZ AUTHORITY.

The following were present:

- | | | | |
|-------|---|---|-----------|
| (i) | Shri Aditya Narayan
Under Secretary, MOC&I | - | Member |
| (ii) | Shri VC Chaturvedi
Joint DGFT, Mumbai | - | Member |
| (iii) | Shri Shishir B Nevatia
Director, M/s Sunjewels Pvt. Ltd. | - | Member |
| (iv) | Shri VP Shukla
JDC, SEEPZ-SEZ | - | Secretary |
| (v) | Shri Mahesh Yadav
Estate Manger & DDC | | |

The Chairperson welcomed the new appointed Members, of the SEEPZ-SEZ Authority and requested Secretary to proceed the agenda of the Meeting.

Agenda Item No. 1: Proposal for Revision of Lease Rent

After deliberation, the Committee approved revision of lease rent with Change of rent slab of Rs.1350/- per sq. mtrs. p.a. to Rs.1600/- per sq. mtrs. p.a. with an increase of 18.51% which will reduced one slab of lease rent.

The Committee further held the view that :-

- (i) levy of rent charges for earthing pit is exempted.
- (ii) Levy Rs.1120/- per sq. mtrs. P.a. (for use of ground surface of land - land cost with simple interest to be recovered in years)- for the purpose of installation of Gen set, Chillar plant, Air Conditioner and
- (iii) Levy Rs.2350/- per. Sq. mtrs. p.a. (for use of terrace- Rental charges) for the purpose of installation of Air Conditioner Unit, Blower, etc.
- (iv) Specific area may be earmarked for installation of such equipment consider the area required for solar panel.

Agenda Item No.2: Proposal for levy of fire cess/levy of service charges

After deliberation, the Committee approved the proposal for levy of Service Charges w.e.f 01.04.2017.to the unit holders in respect of Fire Station services being provided by the SEEPZ Authority.

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Agenda Item No.3: Proposal for approval for change of design of Conference Room at SEEPZ Service Centre Building as per drawing submitted by NFCD.

After deliberation, the Committee held the view that the appointment of M/s NFCD in 30th Authority Meeting is already under examination by Vigilance Section, MOC&I considering as to whether the GFR Rules has been followed for appointment of NFCD. The Committee deferred the proposal.

Agenda Item No. 4: Proposal for approval for creation of Authority Office at 4th Floor, BFC Building, SEEPZ-SEZ.

After deliberation, the Committee approved the proposal for creation of Authority Office in BFC Building. However the financial proposal may be sent to MOC&I for sanction of funds under TIES Scheme.

Agenda Item No.5: Proposal for increase of capacity of STP at SEEPZ-SEZ

After deliberation, the Committee approved the proposal for increase the capacity of STP. However the financial proposal may be sent to MOC&I for sanction of funds under TIES Scheme.

Agenda Item No.6: Proposal for implementation of energy efficient appliances at SEEPZ-SEZ

After deliberation the Committee approved the proposal to appoint M/s EESL for installation of LED with an estimated cost of Rs.25.99 Lakhs as per the Govt. directives and repayment to be made in 20 quarters with a payment of 1,74,826/- per quarter.

Agenda Item No.7: Proposal for implementation of Solar Power Project

After deliberation the Committee approved the proposal for appointment of M/s MEDA as PMC for implementation of the project from concept to commissioning with a PMC charges of 1% for the entire project cost. The project may be executed as per guidelines of Govt. in this regard.

V. S. A.