

**SEEPZ SPECIAL ECONOMIC ZONE  
ANDHERI (EAST), MUMBAI.**



**SUPPLIMENTARY AGENDA FOR THE 35<sup>TH</sup> MEETING OF THE  
SEEPZ SPECIAL ECONOMIC ZONE AUTHORITY**

**VENUE** : Conference Hall, SEEPZ Service Center Building, 2<sup>nd</sup> Floor,  
SEEPZ-SEZ, Andheri (East), Mumbai.

**DATE** : 29<sup>th</sup> March, 2019

**TIME** : 11.30 A.M.

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SUPPLIMENTARY AGENDA FOR THE 35<sup>TH</sup> MEETING OF THE SEEPZ  
SPECIAL ECONOMIC ZONE AUTHORITY SCHEDULED TO BE HELD ON  
29<sup>TH</sup> MARCH, 2019 AT 11.30 A.M.

List of Agenda are as follow:-

- 1) Permission for external staircase for entry into unit no. 17 & 21,  
SDF-I of M/s. ACE Software Solutions India Pvt. Ltd.

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

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**AGENDA ITEM NO.0\**

**a) Proposal: -**

Permission for external staircase for entry into unit no. 17 & 21 - M/s .Ace Software Solutions (India) Pvt. Ltd.

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

Approval for Permission for external staircase for entry into unit no. 17 & 21.

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

Section 34 of the SEZ Act 2005 read with Rule 7 of the Authority Rules 2009.

**d) Other Information: -**

- (i) M/s. Ace Software, unit no. 17 & 21 located in SDF-I vide letter dt. 17.07.2017 had requested for civil work of unit no. 17. The requisition along with the plan layout was sent to NFCD engineers on 20.07.2017 for examination and furnishing their comments.
- (ii) NFCD vide their communication dt. 02.08.2017 had communicated that the unit wishes to connect unit no. 17 and unit no. 21 internally by providing staircase thereby breaking the 1<sup>st</sup> floor structural slab and the unit wishes to open external entrances on rear and side walls at window locations. However as per the inspection of the engineers it was conveyed to the Unit vide letter dt. 09.08.2017 to furnish a revised drawings incorporating the following :-
- (a) Merging of unit no. 17 (ground floor) with unit no. 21 (1<sup>st</sup> floor) not allowed. Staircase connecting 2 units shall be removed and opening in the structural slab is not allowed

- (b) Introducing of entrances on rear side and right hand sides are not allowed.
- (c) All structural columns and beams shall be retained and no structural changes/modifications/alterations would be allowed

- (iii) NFCD vide their communication dt. 07.08.2017 conveyed that the Unit wishes to increase the height of windows by lowering the height of block wall in unit no. 17. Hence as informed by the engineers, it was informed to the Unit vide letter dt. 16.08.2017 that raising of window height was not considered as the elevation of the bldg. will change if the window height is increased and block wall is lowered.
- (iv) Unit once again vide letter dt. 14.08.2017 requested for back entrance and modification of the structural changes for unit no. 17 and the same was once again forwarded to NFCD vide letter dt. 23.08.2017 alongwith the revised drawings.
- (v) NFCD once again vide letter dt. 31.08.2017 conveyed their approval for carrying out civil work in unit no. 17 subject to conditions :
  - (a) No structural changes/modifications/alterations allowed
  - (b) Internal staircase connection both the units not allowed
  - (c) Introducing of Back and side entrances not allowed
  - (d) No change in the elevation of the bldg.
- (vi) However the said request was sent to MIDC Special Planning Authority vide letter dt. 05.09.2017 and subsequent reminder on 22.09.2017 & 30.10.2017
- (vii) Unit completed the sajja work and furnished the drawing for plastering, painting alterations in the bathroom etc. vide letter dt. 16.02.2018 and the same was forwarded to NFCD vide letter dt 28.02.2018.
- (viii) NFCD vide letter dt. 06.03.2018 that renovation work can be carried out. However, also reiterated that internal staircase is not allowed and new entrances is not allowed. The same was conveyed to the Unitholder vide letter dt. 14.03.2018.

- (ix) MIDC subsequently, vide letter dt. 01.11.2017 granted permission to the Unit directly and a copy endorsed to this office for information conveying the approval for shift current back entrance and also for developing the garden subject to certain conditions and also payment of land rent of Rs. 1,95,000/- per annum for the area occupied 16.38 sq. mtr.
- (x) In reply to our letters seeking the approval of MIDC as mentioned in (vi) above, MIDC in its letter dt. 04.04.2018 had mentioned that MIDC had denied to add one staircase internally from unit no. 17 to 21. However the same can be permitted from outside as mentioned in their letter dt. 01.11.2017 and back entrance and development of lawn/garden can also be permitted.
- (xi) Accordingly the Unit was asked to make the payment of Rs. 1,95,000/- per annum and the Unit made the payment on 09.04.2018.
- (xii) NFCD examined the revised plan of the Unit and vide letter dt. 24.04.2018 had conveyed that the unitholder may increase the windows height below the beam without disturbing the structural members i.e. beams and columns and external staircase cannot be granted as it can cause inconvenience for the fire brigade to enter in case of an fire. Accordingly the same was conveyed to unit vide letter dt. 04.05.2018.
- (xiii) Unit vide letter dt. 08.05.2018 once again reiterated their request for external staircase and submitted revised drawings of straight staircase instead of dog-legged staircases as approved by MIDC earlier.
- (xiv) MIDC vide letter dt. 06.08.2018 mentioned that straight staircase can be provided externally on temporary basis to connect both the units vertically by considering all parameters i.e. distances required in between building edges subject to payment of Rs. 1,95,000/- per annum as land rent.
- (xv) The Unit vide their communication requested that if permission granted for external staircase, at the time of debonding they would reinstate the unit as it is.

- (xvi) However, on re-examination it was decided that though MIDC had granted permission for external staircase, a decision was taken to refund the annual rent of Rs. 1,95,000/- thus given to Authority as the Govt. owned SDF bldgs. thus constructed are very old, and constructing external staircase may affect the stability of the structure. Also if permission granted to one Unit all other units may also request for such permissions and the time of debonding it would be difficult to restore the bldg. in its original shape. Unit was informed vide letter dt. 07.08.2018 that the payment of Rs. 1,95,000/- would be returned to them.
- (xvii) Inspection was carried out by SEEPZ Authority and MIDC. MIDC was asked to frame the policy for additional infrastructure in the SDF bldg. MIDC has examined and framed on the following points :-

- (a) SDF bldgs. are old RCC structure bldgs. built in 1976 wherein there are 2 wings and one lift each for goods are provided in each bldg.. and there are 2 main staircases in each wing and approach to fire escape staircase to each unit on all the floors in case of emergency.
- (b) However as per the advancement some additional infrastructure viz. lifts and staircases are required to be provided as per the need of the unitholders. Hence since the bldg. is old and not advisable to construct passenger lift and staircase as a common infrastructure the same can be considered on need based and feasibility point of view.
- (c) Providing staircases in SDF as common facility will not be feasible, however the same may be considered need based and feasibility from planning point of view on case to case basis.

MIDC has further stated that the request of M/s. Ace Software for staircase for their unit no. 17 & 21 from outside has been approved by them looking at the feasibility and communicated to this office on the said terms and conditions in their letter dt. 01.11.2017 subject to payment of rent @ Rs. 1,95,000/- per annum.

As MIDC has granted permission to the unit for external staircase, and requested to levy rental charges to the unit for covering the area, we may, if approved, subject to payment of rental charges every year, grant them permission for the same. In future such request can be entertained on case to case basis.

**e) Recommendation :-**

The proposal for a policy decision is placed before the Authority for consideration

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*There is*  
 1) Similar as  
 2) SDA approved  
 3) Structure of  
 4) MIDC/SEEPZ for rent  
 Entertained with working 20

**SEEPZ SPECIAL ECONOMIC ZONE**

**ANDHERI (EAST), MUMBAI.**

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**AGENDA FOR THE 35<sup>TH</sup> MEETING OF THE SEEPZ**  
**SPECIAL ECONOMIC ZONE AUTHORITY**

**VENUE** : Conference Hall, SEEPZ Service Center Building, 2<sup>nd</sup> Floor,  
SEEPZ-SEZ, Andheri (East), Mumbai.

**DATE** : 29<sup>th</sup> March, 2019

**TIME** : 11.30 A.M.

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MEETING OF THE SEEPZ SPECIAL ECONOMIC ZONE  
AUTHORITY UNDER THE CHAIRMANSHIP OF  
DEVELOPMENT COMMISSIONER, SEEPZ-SEZ ON  
28<sup>th</sup> March, 2019.

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AGENDA ITEM NO.	SUBJECT
Agenda No. 01	Engaging an Advocate for Cyber/IT related matter/cases for SEEPZ SEZ Authority.
Agenda No.02	Ratification for Engaging Executive for Disaster Management under Authority for SEEPZ SEZ.
Agenda No.03	Proposal of M/s. 3 Dimensional Insurance for allotment of space in BFC Bldg .
Agenda No.04	Recruitment for engaging Consultants (Technical Advisor), Engineers (Civil & Electrical), Consultant (Legal), Consultant (Labour), Consultant (Hindi) and Information Technology.
Agenda No.05	Award of contract for mechanized / manual cleaning work and housekeeping services for SEEPZ SEZ campus as well as SEEPZ Residential Complex (Govt. Quarters) for the year 2018-19.
Agenda No.06	Award of contract for Deployment of Security Guards at SEEPZ SEZ for the year 2018-19.
Agenda No.07	Termination of Sr. Civil Engineers and Jr. Civil Engineers appointed for SEEPZ-SEZ Authority
Agenda No.08	Award the contract for disposal of non-hazardous solid waste for the year 2019-20
Agenda No.09	Award the contract "Collection and Segregation of Dry/Wet Waste in SEEPZ SEZ premises for the year 2019-20.



Agenda No.10	Award the contract for "Operation and maintenance of 5 TPD "NISARGRUNA" Biogas Plant at SEEPZ SEZ for the year 2019-20.
Agenda No.11	Award the contract for "hiring services for the Chartered Accountant firm in SEEPZ SEZ Authority for 2019-20.
Agenda No.12	Awarding the contract for "one time removal and disposal of Septic Tank waste from SEEPZ SEZ.
Agenda No.13	Awarding the contract for "Removal and disposal of gutter waste for the year 2019-20 from SEEPZ SEZ".

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MINUTES OF THE 34TH AUTHORITY MEETING HELD ON 11.05.17  
UNDER THE CHAIRMANSHIP OF DEVELOPMENT COMMISSIONER &  
CHAIRPERSON, SEEPZ-SEZ AUTHORITY.

The following were present:

- |       |   |   |           |
|-------|---|---|-----------|
| (i)   | Shri Aditya Narayan<br>Under Secretary, MOC&I               | - | Member    |
| (ii)  | Shri VC Chaturvedi<br>Joint DGFT, Mumbai                    | - | Member    |
| (iii) | Shri Shishir B Nevatia<br>Director, M/s Sunjewels Pvt. Ltd. | - | Member    |
| (iv)  | Shri VP Shukla<br>JDC, SEEPZ-SEZ                            | - | Secretary |
| (v)   | Shri Mahesh Yadav<br>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.

*M.A.*

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 30<sup>th</sup> Authority Meeting is already under examination by Vigilance Section, MOC&I considering as to whether the GFF 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 4<sup>th</sup> 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 BESL 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.

...3/-

Agenda Item No.8 : Proposal for taking over the Capital assets executed under various ASIDE project at SEEPZ-SEZ

After deliberation the Committee approved taking over the following projects as Capital Assets in the Book of Accounts:-

- (i) Generation of Energy by Solar Power
- (ii) Construction of Gate No.2.
- (iii) Providing of RC Precast Cover
- (iv) Construction of Internal Road
- (v) Strengthening the Security of SEEPZ premises by providing RCC wall
- (vi) Providing erecting and testing of 2T elevators in SDF-I, IV and V
- (vii) Construction of road from M/s CGI to M/s Tara Ultimo and asphaltting treatment etc.
- (viii) Construction of Watch Tower
- (ix) Repair of G&J Building

The Committee directed that MIDC may be called for discussion for the following projects regarding completion of taking over modalities from MIDC

- (i) Electronic Surveillance System, CCTV Cameras along the periphery of SEEPZ
- (ii) Security System, Access Control System with integration of CCTV
- (iii) Providing Erecting, Testing and Commissioning of Flood Lights
- (iv) Providing Water Recycling System and Water Harvesting.

Agenda Item No. 9: Proposal for renovation of Conference Hall at BFC building.

After deliberation, the Committee deferred the proposal.

Agenda Item No. 10: Proposal for repair/renovation of D-2 Bungalow.

After deliberation, the Committee deferred the proposal.

Agenda Item No. 11: Proposal for Network Roll Out Plan

After deliberation, the Committee approved the proposal of initiating fixing the agency to work out Network Roll Out Plan subject to compliance of GFR Rules.

Agenda Item No.12: Proposal for various project to be undertaken in SEEPZ-SEZ as infrastructure development

After deliberation, the Committee approved the following proposals to be undertaken as infrastructure development in SEEPZ-SEZ:-

Sl. No.	Name of the Work	Estimated cost
1	Providing and laying water proof treatment in 3 buildings of residential quarter	Rs.57,49,089/-
2	Providing Repair & replacing existing pave block in SEEPZ-SEZ premises	Rs.52,93,388/-
3	Repairs of Plumbing duct for GJ-III building.	Rs.30,00,771/-
4	Reconstruction of Retaining wall near STP plant	Rs.8,42,341/-
5	Providing and applying external sand faced plaster & painting work at SDF-I to VI and GJ-I to III Building.	Rs.27,76,28,837/-
6	Providing and laying water proof treatment inner side of over head water tank of SDF-I to VI and GJ-I to GJ-III buildings.	Rs.2,65,52,173/-
7	Removing and providing Rainwater & drainage pipes for SDF-I to VI and GJ-I to GJ-III buildings.	Rs.2,26,56,528/-
8	Providing and applying external sand faced plaster exposed area of SDF-I to VI and GJ-I to GJ-III buildings.	Rs.1,82,78,358/-
9	Dismantling & repairing external Chajjas of G&J Building No. 2 & 3	Rs.66,34,816/-
10	Replacement of old lifts of SDF-I, II, III, IV, V, VI and GJ Building	Rs.4,97,61,000/-
11	Resurfacing of existing Roads	Rs.2,08,82,400/-
12	Replacement of rubber speed breakers with asphalt speed breaker	Rs.19,31,300/-
13	Renovation of Gate No.2 & 3	Rs.128695184/-
14	Reconstruction of existing foot path	Rs.2,34,50,000/-

However the proposal may be submitted to MOC&I for financial assistance under TIES Scheme.

Agenda Item No.13: Proposal for amendment in the Allotment Rules of Staff Quarters.

After deliberation, the Committee deferred the proposal.

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Agenda Item No.14: Proposal for extension of time and scope of work for Senior Civil Engineer and Junior Engineers appointed for SEEPZ SEZ Authority.

After deliberation, the Committee approved the proposal for extension of services of Senior Civil Engineer and Junior Engineers as per the details given in the Agenda.

Agenda Item No.15: Proposal for recruitment of engaging Consultants.

After deliberation the Committee approved the proposal for recruitment of Consultants for Authority related work. On selection of the candidates by the Consultancy Evaluation Committee, the same will be informed to the Committee.

Agenda Item No.16: Proposal for providing space for employees clinic and engaging ESIC for providing the clinical services to the Unit holders.

After deliberation the Committee approved the proposal for providing space to ESIC for employees clinic.

Agenda Item No.17: Proposal for Green Policy and fiscal incentives

After deliberation the Committee deferred the proposal with a direction for detailed discussion with the stake holders in the matter.

Agenda Item No.18: Proposal for award of Contract for Mechanized/ Manual Cleaning work and Housekeeping Services in SEEPZ-SEZ and Residential Complex for the year 2018-19.

After deliberation, the Committee approved the proposal for initiating the Tender Process for finalization of Contract for the year 2018-19 subject to compliance of GFR Procedure.

Agenda Item No.19: Proposal for award of contract for deployment of Security Guards for the year 2018-19

After deliberation, the Committee approved the proposal for initiating the Tender Process for finalization of Contract for the year 2018-19 subject to compliance of GFR Procedure.

Agenda Item No.20 : Proposal for Cancellation of provisional allotment to Gems & jewellery Units at SDF-VIII

After deliberation, the Committee noted the cancellation of provisional allotment to Gems & Jewellery Units at SDF-VIII

Agenda Item No.21 : Proposal for Construction of Residential Tower at SEEPZ Residential Colony.

After deliberation, the Committee approved the proposal for construction of residential tower in SEEPZ Residential Colony. The Survey may be carried out through MIDC for construction of Residential Tower before demolishing the existing buildings. The proposal for financial assistance may be sent to MOC&I for funds under TIES Scheme.

Agenda Item No.22: Proposal for projects to be undertaken in SEEPZ-SEZ as infrastructure development under TIES Scheme

After deliberation, the Committee approved the proposals to be undertaken as infrastructure development in SEEPZ-SEZ.

Sl. No.	Name of the Work	Estimated cost
1	Renovation of Gate No.2 & 3	Rs.12,86,95,184/-
2	Reconstruction of existing foot path	Rs.2,34,50,000/-

However the proposal may be submitted to MOC&I for financial assistance under TIES Scheme.

Agenda Item No.23 : Proposal for approval for increase in estimated cost of structure Repair.

After deliberation, the Committee held the view that the appointment of M/s NFCD in 30<sup>th</sup> 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. It was informed to the Committee that while replying to MOC&I this office have already initiated action for conducting 3<sup>rd</sup> party audit through IIT, Powai for checking the quantity and quality of the works undertaken by the Contractor through NFCD.

The Committee also held the view that the cost escalation of Rs.7.76 Crores should also be referred to IIT Mumbai as part of its ongoing third party audit for examination and report regarding checking of cost escalation proposed by NFCD. On receipt of IIT Report, the same may be placed before the Committee.

*Vml*

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It was informed to the Committee that the letter dated 6.11.2017 in respect of approval of additional amount of Rs.7.76 Crores for structural repair was issued to M/s NFCD due to oversight since the Authority was under reconstitution. However, the same has been withdrawn by this office vide letter dated 27.04.2018. Further payments to NFCD will be subject to approval of Committee and concurrence of MOC&I.

Agenda Item No.24: Proposal for approval of Annual Accounts for the financial year 2017-18.

After deliberation, the Committee approved the Annual Account for the financial year 2017-18. The Committee also directed that Govt. guidelines may be examined for exploring the investment of surplus generated in the Authority fund other than Fixed Deposits and the Govt. policy in this regard may be studied.

Agenda Item No.25: Proposal for modification in the Exit Policy.

The Committee approved the modification in the Exit Policy and also suggested that the same may be forwarded to MOC&I for their concurrence as per the recommendation of DC's Committee Report submitted to MOC&I.

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

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



(V.P. Shukla)  
Secretary,  
SEEPZ SEZ Authority





भारत सरकार / GOVERNMENT OF INDIA,  
सीएफ़-नेहरू प्राधिकरण / SEEPZ SEZ AUTHORITY,

वणिज्य और उद्योग मंत्रालय, MINISTRY OF COMMERCE & INDUSTRY,  
अंधेरी (पूर्व), मुंबई - 400 096, ANDHERI (EAST), MUMBAI - 400096

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File No. SEEPZ-SEZ-EST-RQ:308:2016-17:VOL-II/13627/13641/13644/13645 May 24, 2018

CORRIGENDUM

In partial modification to the Agenda Item no. 23 with regards to Proposal for approval for increase in Estimated cost of structure repair, The detailed justification report of the approved consultant about additional scope of works is as indicated below is amended to read as follows:-

FOR :-

(i)	Approved Tender amount	Rs. 41,10,69,197/-
(ii)	Excess amount	Rs. 14,38,54,548/-
(iii)	Saving amount	Rs. 8,96,33,245/-
(iv)	Net excess amount (within tendered items)	Rs. 5,42,21,213/-
(v)	Increase of extra items (outside tender)	Rs.1,73,93,509/-
(vi)	Total excess amount (over the approved tender amount)	Rs. 7,16,14,772/-

READ AS :-

(i)	Approved Tender amount	Rs. 41,10,69,197/-
(ii)	Excess amount	Rs. 14,38,54,548/-
(iii)	Saving amount	Rs. 8,96,33,245/-
(iv)	Net excess amount (within tendered items)	Rs. 5,42,21,213/-
(v)	Increase of extra items (outside tender)	Rs.1,73,93,509/-
(vi)	Total excess amount (over the approved tender amount)	Rs. 7,16,14,772/-
(vii)	Centage charges @ 8.3%	Rs. 60,57,889/-
(viii)	Total project cost	Rs. 7,76,72,661/-

2. All other details mentioned in the Agenda Item No. 23 would remain unchanged.
3. This issuerwith the approval of Development Commissioner, SEEPZ-SEZ.

Yours/faithfully,

(Mahesh Yadav)

Dy. Development Commissioner  
SEEPZ-SEZ

To,

- (1) Shri. Aditya Narayan, Under Secretary, MOC&I, Govt. of India, Udyog Bhavan, New Delhi-1100 107
- (2) Director General of Foreign Trade, O/o the Directorate General of Foreign Trade, Nishtha Bhavan, 48 Vithaldas Thackersey Marg, Churchgate, Mumbai - 400 020.
- (3) Shri. Shishir Nevatia, Director, M/s. Sunjewels (P) Ltd., Unit no. 116, SDF-IV, SEEPZ SEZ
- (4) Shri. R.K. Verma, Sr. Vice President, M/s. Roita (I) Ltd., Unit no. 201 to 204, Multistoreyed Bldg SEEPZ SEZ

## ACTION TAKEN REPORT OF 34TH AUTHORITY MEETING DATED

Sr. No.	Proposal	Remark
1	Proposal for Revision of Lease Rent	Circular dated 31.07.2018 issued to all the Unit holders intimating the revision of rent and the charges are being levied accordingly.
2	Proposal for levy of fire cess/levy of service charges	Public Notice No.4 dated 05.07.2018 issued to all the Unit holders intimating the fire cess charges.
3	Proposal for approval for change of design of conference Room at SEEPZ Service Centre Building as per drawing submitted by NFCD	The matter is under examination.
4	Proposal for approval for creation of Authority Office at 4th Floor, BFC Building, SEEPZ-SEZ	Letter dated 29.08.2018 issued to MOC&I, New Delhi for sanction of funds under TIES Scheme.
5	Proposal for increase of capacity of STP at SEEPZ-SEZ	Letter dated 29.08.2018 issued to MOC&I, New Delhi for sanction of funds under TIES Scheme.
6	Proposal for implementation of energy efficient appliances at SEEPZ-SEZ	(i) Letters dated 05.07.2018 & 09.10.2018 issued to MOC&I, New Delhi requested to give suitable guidelines for completion of the LED based lightning through EESL beyond 31.03.2018 or any instruction issued by Govt. of India extending the date for completion of the project by EESL. The reply is still awaited.  (ii) Letter dated 18.12.2018 issued to M/s. Energy Efficiency Services Ltd. (EESL) for submission a copy of valid mandate granted by MOC&I, New Delhi for installation of LED Lights. The reply is still awaited.
7	Proposal for implementation of Solar Power Project	Letter yet to be issued to MEDA for appointment of PC for implementation of the Solar Power Project commissioning with the PMC charges of 1% for the entire project cost and also ask them to furnish a copy of the Agreement for execution.
8	Proposal for taking over the Capital assets executed under various ASIDE project at SEEPZ-SEZ	Letter sent to MIDC on 21.06.2018 requested to attend the meeting on 25.06.2018 for discussion of the ASIDE projects to complete handing over and taking over the projects. MIDC has not yet complied with the conditions of the work order.
9	Proposal for renovation of Conference Hall at BFC Building	Committee deferred the proposal.
10	Proposal for repair/renovation of D-2 Bungalow	Committee deferred the proposal.
11	Proposal for Network Roll Out Plan	A draft Notice inviting tender for appointment of Agency for preparing Network Rollout Plan is under examination by Electrical Engineer w.r.t. the terms and conditions.

12	Proposal for various project to be undertaken in SEEPZ-SEZ as infrastructure development	Letter dated 29.08.2018 issued to MOC&I, New Delhi for sanction of funds under TIES Scheme.
13	Proposal for amendment in the Allotment Rules of Staff Quarters	Under examination
14	Proposal for extension of time and scope of work for Senior Civil Engineer and Junior Engineers appointed for SEEPZ-SEZ Authority	Letter issued to NFCD intimating the extension of the tenure of the Engineers till the appointment of the new consultants
15	Proposal for recruitment of engaging Consultants	On selection by the Consultancy Evaluation Committee, Consultants w.r.t. Legal, Labour, Engineers, Hindi and IT Consultant have been engaged.
16	Proposal for providing space for employees clinic and engaging ESIC for providing the clinical services to the Unit holders	Committee noted the request of the space requirement and ESIC has been asked to comply with the requirement.
17	Proposal for Green Policy and fiscal incentives	Matter under examination
18	Proposal for award of Contract for Mechanized/Manual Cleaning work and Housekeeping Services in SEEPZ-SEZ and Residential Complex for the year 2018-19	Contract Awarded to M/s. Hygiene Everywhere Solutions Pvt. Ltd. vide Work Order dated 16.07.2018 for one year.
19	Proposal for award of contract for deployment of Security Guards for the year 2018-19	Contract Awarded to M/s. Singh Intelligence Security Pvt. Ltd. vide Work Order dated 11.10.2018 for one year.
20	Proposal for Cancellation of provisional allotment to Gems & Jewellery Units at DF-VIII	Letter dated 01.05.2019 issued to all the applicants intimating the cancellation of provisional allotment.
21	Proposal for Construction of Residential Tower at SEEPZ Residential Colony	letter dated 29.08.2018 issued to MOC&I, New Delhi for sanction of funds under TIES Scheme.
22	Proposal for projects to be undertaken in SEEPZ-SEZ as infrastructure development under TIES Scheme	letter dated 29.08.2018 issued to MOC&I, New Delhi for sanction of funds under TIES Scheme.
23	Proposal for approval for increase in estimated cost of structure Repair	Letter dated 31.05.2018 sent to MOC&I alongwith the copy of IIT Powai report on the vetting of executed structural repair works to be building SDF-I, SDF-II, SDF-III, SDF-IV, SDF-V, SDF-VI, GJ COMPLEX-I, GJ-II and GJ-III at SEEPZ-SEZ.
24	Proposal for approval of Annual Accounts for the financial year 2017-18	Accounts have been audited by O/o CAG and they have submitted final SAR on 13.03.2019. This was examined with the CA and no such express guidelines were found for such investment. It is also observed that the mandate of Authority is not to earn profit but to develop and maintain infrastructure in SEEPZ area without loss or profit. Matter was also verified from NSEZ and it was informed that the funds are invested in FD's
25	Proposal for modification in the Exit Policy	Letter dated 15.06.2018 & subsequent reminder letter dated 15.10.2018 sent to MOC&I for their concurrence.

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

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AGENDA ITEM NO. 01

a) **Proposal: -**

Engaging an Advocate for Cyber/IT related matter/cases for SEEPZ SEZ Authority.

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

Approval for engaging an Advocate for Cyber IT related matter/cases SEEPZ SEZ Authority

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

Rule 9 (4) of the Authority Rules 2009.

d) **Other Information: -**

In the recent past SEEPZ SEZ Authority had internal office matters being leaked and sources not known for which complaints have been received and filed before cyber cell etc. Hence it was suggested that an Advocate who is expertise in the said filed in cyber law and cyber security matters may be engaged to handle all the cyber matters. Accordingly Legal Consultant was asked to recommend an Advocate and it was decided that the payment of fees will be governed as per the schedule/guidelines of the Ministry of Law & Justice, Dept. of Legal Affairs. The Legal Consultant recommended a Special Counsel i.e. Advocate Vaishali Bhagwat who can be assigned all cyber crime related matters. Accordingly Authority vide letter dt. 21.09.2018 based on the nomination and the willingness expressed by the Special Counsel, engaged Advocate Vaishali Bhagwat as Legal Counsel for cyber law and cyber security matters of SEEPZ Authority.

e) Recommendation :-

Approval and Ratification of the appointment of the Advocate for cyber laws and cyber security related matters and sanction of the remuneration from Authority Fund as per the guidelines of the Ministry of Law & Justice.

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भारत सरकार  
GOVERNMENT OF INDIA  
वणिज्य और उद्योग विभाग  
Ministry of Commerce & Industry  
विकास आयुक्त का कार्यालय  
Office of the Development Commissioner  
सीपज़ विशेष आर्थिक क्षेत्र  
SEEPZ SPECIAL ECONOMIC ZONE  
अंधेरी (पूर्व), मुंबई - 400 096.  
Andheri (East), Mumbai - 400 096.

No: SEEPZ-SEZ/LEGAL/EAC/9/2018-19/24750

Date: 21.09.2018

To,  
Shrimati Vaishali Bhagwat,  
1204/13, Namaskar Apartments,  
Lane opp. Andhra Bank of Ghole road,  
Shivaji Nagar, Pune- 411005

Sub: Nomination as Counsel in order to appear and defend the interest of  
SEEPZ-SEZ Authority, Govt. Of India in the cyber/IT related matters

Dear Ma'am,

Please refer the above subject.

Reference to discussions of legal consultant of this office and your willingness expressed for engaging as legal counsel for the matters relating to cyber law and cyber security. Accordingly, you are hereby engaged as legal counsel for this office to deal with cyber laws and cyber security. As clarified during the personal interaction with legal counsel of this office, the payment of fees will be according to guidelines of Ministry of Law and Justice.

Kindly acknowledge the receipt of this letter in token of having accepted the offer for engagement as legal counsel to deal with matters related to cyber laws and cyber security and to defend the interest of SEEP-SEZ Authority.

This is issued with the approval of the Development Commissioner.

Yours faithfully,

(Mahesh Yadav)

Estate Manager/DDC  
SEEPZ-SEZ Authority

फैक्स : 28291385 / 28291754  
Fax : 28291385 . 28291754

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

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AGENDA ITEM NO - 02

f) **Proposal: -**

Ratification for Engaging Executive for Disaster Management under Authority for SEEPZ SEZ.

g) **Specific Issue on which decision of UAC is required: -**

Approval for ratification for engaging the Executive for Disaster Management under Authority for SEEPZ SEZ and sanction under Authority Fund.

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

Rule 9 (4) of the Authority Rules 2009.

i) **Other Information: -**

The proposal of recruitment of engaging Consultants of Disaster Management along with other Consultant was placed in the 34<sup>th</sup> Authority meeting held on 11.05.2018.

However, though the Authority had received applications for Consultant (Disaster Management), on interviewing them by the Consultancy Evaluation Committee it was understood that they would work on mandays basis for serving our office and not willing for 8 to 9 hours of duty. Hence the additional charge was assigned to the Specified Officer in addition to his regular duties.

In the meanwhile, the approved and appointed Service Provider for SEEPZ Administration who are providing Data Entry Operators, Executives had provided an

Executive to assist the Specified Officer to monitor and review all disaster management related activities, to conduct fire mock drill, render advice on the day to day operational issue of the security work etc.

The present remuneration for the Executives as per the Tender notice dt. 18.9.2018 for experience above 5 years is Rs. 35,000/- per month. Since the Executive was found suitable, he was employed w.e.f. 01.12.2018 @ Rs. 35,000/- per month for a period of one year upto 30.11.2019.

**j) Recommendation :-**

Approval and Ratification of the appointment of the Executive and sanction of the remuneration from Authority Fund.

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

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AGENDA ITEM NO. 03

a) Proposal: -

Proposal for allotment of space in BFC Bldg.

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

Approval for allotment of space to M/s. 3 Dimensional Insurance Brokers India Pvt. Ltd.

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

Rule 11 A 2 (c) (11) read with Rule 18.2(ii) of the SEZ Rules 2006

d) Other Information :-

M/s. 3 Dimensional Insurance Brokers India a licence holder of IRDA and authorized in providing total insurance solutions w.r.t. general insurance, life insurance reinsurance etc. has requested for space. admeasuring 1000 sq. ft. for a term of 5 years and with a clause of extension for further 5 years. They are a 3 D forward thinking business in simplifying digitizing and making the whole ecosystem of insurance hassle free.. They are into life, non-life and re-insurance. They are planning for an in-house full support team for technical support, claims and marketing to ensure that they are able to provide best services. The basic unit-wise coverage of insurance for :-

**Gems & Jewellery :**

- Fire Insurance-for building, plant and machinery and stocks
- Machinery breakdown insurance for mechanical insurance
- Electronic Equipment Insurance
- Burglary, house break-in and theft insurance for raw and finished products (Gold/Silver)

- Transit insurance (Marine) for transporting the products to and fro from SEZ
- Money Insurance for carriage of money including cash, DD and cheque
- Employee compensation for workmen working the factory
- Glass insurance for showrooms (if applicable)
- Directors & Officers liability for large corporate
- Group Mediclaim and group personal accident
- Oversea Mediclaim
- Public liability
- Trade credit insurance

### **IT Industry**

- Cyber Insurance
- Bodyguard Bulletproof
- Commercial general liability (For public and product liability)
- Fire insurance-for building, plant and machinery
- Machinery breakdown insurance for (DG sets)
- Electronic Equipment Insurance
- Burglary, housebreak-in and theft insurance
- Money insurance for carriage of money including cash, DD and cheque
- Employee compensation for workmen working the factory
- Group Mediclaim and group personal accident
- Oversea Mediclaim
- Public liability
- Trade credit insurance

### ***Value additions proposed by 3 DI***

- Dedicated Insurance helpdesk – one point of contact
- Tailormade solutions
- Exclusive account manager
- Wide range of services-Life General and re-insurance
- Customs built consultancy
- Hassle free claim settlement.

EPCES had also conveyed that they have Intl. presence with its Promoters office in London i.e. Lloyds of London. 3 D India uses innovative animation technology with excellent broking skills to give true 3 D picture of better commercial terms of risk so as to provide better commercial terms. 3 D have expressed that they would provide export credit facilities to their insurer's units for which they require small service unit in SEEPZ SEZ.

3 Dimensional had also conducted a seminar and gave a detailed presentation to the Industrial Units on various risk and to make aware to the Unitholder how hassle free, simplify, digitize the whole ecosystem is all about.

Further comments from SEEMA & SGJMA were called and SGJMA had conveyed that 3 Dimensional Brokers had conducted an interactive session for the benefit of unitholders on total insurance solutions across all lines of insurance viz. general insurance, life insurance, re-insurance, export credit facilities and all other risk of human tragedy and loss of goods in stock and movement of goods to shipping points from the place of import to Units will be beneficial to the Gems & Jewellery Units I SEEPZ SEZ and hence SGJMA has recommended a favorable consideration of the said proposal. SGJMA has also mentioned in their communication dt. 27.3.2019 that the presence of an Insurance broking company in SEEPZ SEZ providing total insurance and export credit related coverage will benefit all the Units operating within the Zone.

*Rule 11 A 3 (c) (ii) of the SEZ Act 2005 for non-processing area stipulates as under :-*

Commercial - not more than 10% of non-processing area ;

*Rule 18 (2) (ii) of SEZ Rule 2006 stipulates as under :-*

Availability of space and other infrastructure support applied for, is confirmed by Developer in writing, by way of provisional offer of space.

Further the services to be provided is covered under Rule 11 A 2 (c) (ii) of SEZ Rules 2006.

It is mentioned that in the BFC bldg. an area admeasuring 230.83 sq. mtr. on the 4<sup>th</sup> floor in the BFC bldg. is lying vacant which can be provided for the insurance facility.

The prevailing lease rent is Rs. 2350/- per sq. mtr., services charges @ Rs. 250/- per sq. mtr. and BMC taxes as applicable can be charged to the Insurance firm. The electricity and water charges would be borne by them on allotment.

e) Recommendation :

The proposal for setting up of an insurance firm for facilitating services to the Unitholders and allotment in the BFC bldg. on the 4<sup>th</sup> floor in terms of Rule 11 3 (c) (ii) read with Rule 18 2(ii) of the SEZ Rules 2006 is placed before the Authority for consideration.

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March 27, 2019

Shri V. P. Shukla  
 Joint Development Commissioner,  
 SEEPZ Special Economic Zone,  
 Andheri (East),  
 Mumbai - 400 096

**Sub: Proposal of M/s. 3 Dimensional Brokers India  
 to start operations in SEEPZ-SEZ**

Dear Sir,

This has reference to your letter No. SEEPZ-SEZ/EST/3Dins./226/2018-19/03343/44 dated 12.02.2019 mentioning that M/s. 3 Dimensional Brokers India, a composite licence holder of IRDA, have approached O/o DC, SEEPZ-SEZ to start their operations in SEEPZ-SEZ for providing total insurance solutions across all lines of insurance i.e. general insurance, life insurance, reinsurance and export credit related coverage to their insurers' units, insurance coverage on building, plant & machinery, raw materials and finished products and all other risks of human tragedy and loss of goods in stock as well on movement of goods to shipping points and from the place of import to SEEPZ Units, and seeking our Association's views on the same.

The presence of an Insurance broking company in SEEPZ-SEZ providing total insurance solutions across all lines of insurance i.e. general insurance, life insurance, re-insurance and export credit related coverage, will definitely benefit all the Gems & Jewellery Units operating in the Zone.

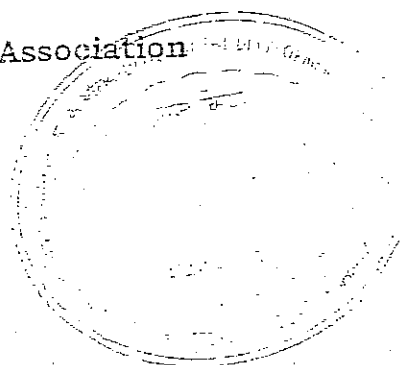
In view of the above, the proposal of M/s. 3 Dimensional Brokers India may be considered on merit.

Thanking you,

Yours faithfully,

For **SEEPZ Gems & Jewellery Mfrs. Association**

*Rajeev S. Pandya*  
 Rajeev S. Pandya  
 President



*18/09/19*  
*27/3/19*

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Subject: Proposal of 3 Dimensional Brokers India  
Date: 12-02-2019  
From: SGT - SEZ  
To: Mr. V.P. Shukla, Joint Development Commissioner, SEEPZ SEZ, Andheri (East), Mumbai - 400 096

Date: 12-02-2019  
From: SGT - SEZ

### SEEPZ GEMS & JEWELLERY MANUFACTURERS' ASSOCIATION

Business Facilitation Centre, 3<sup>rd</sup> Floor, Office No.2, Behind SEEPZ Service Centre,  
SEEPZ Special Economic Zone, Andheri (East), Mumbai - 400 096  
Tel: 2829 0541 / 2829 2109 Fax: 2829 1015  
E-mail: sgjma@vsnl.net Website: www.sgjma.org

March 25, 2019

Shri V.P. Shukla  
Joint Development Commissioner  
SEEPZ Special Economic Zone  
Andheri (East)  
Mumbai 400 096

*[Handwritten signature]*  
*[Handwritten signature]*  
*[Handwritten signature]*

Sub: Proposal of 3 Dimensional Brokers India

Dear Sir,

This has reference to your letter No.SEEPZ-SEZ/EST/3Dins./226/2018-19/03343/44 dated 12.02.2019 mentioning that SEEPZ-SEZ has granted permission to EPCES to conduct an interactive session by M/s. 3 Dimensional Brokers India on 12.02.2019 in SEEPZ-SEZ for the benefit of unit holders on total insurance solutions across all lines of insurance i.e. general insurance, life insurance, re-insurance, export credit facilities, etc.

As per the above letter, we were asked to furnish our views on 3-Dimensional Brokers India holding interactive session in SEEPZ on 12.02.2019. Since the O/o DC, SEEPZ-SEZ letter dated 12.02.2019 on the subject was delivered to us on 13.02.2019 i.e. after the interactive session was over, we thought there is no point in furnishing our views on the matter.

In view of the clarifications made by you over phone that you need our views on 3 Dimensional Brokers India starting their operations in SEEPZ-SEZ, we furnish our views on the matter, as under:

3-Dimensional Brokers India's proposal to start their operations in SEEPZ-SEZ for providing total insurance solutions across all lines of insurance i.e. general insurance, life insurance, reinsurance, export credit facilities to their insurers' units, insurance coverage on building, plant & machinery, raw materials and finished products and all other risks of human tragedy and loss of goods in stock as well on movement of goods to shipping points and from the place of import to SEEPZ Units, will be beneficial to the SEEPZ-SEZ Gems & Jewellery Units. Hence, we recommend favourable consideration of their proposal.

However since we have neither any experience, nor knowledge about the company making the proposal, as well as their product, we suggest more information should be obtained before making a

22/03/2019

https://mail.google.in/\_state/aj/c/uspne/vnm/14ngpene03/0/2019/03/22/1912\_431

decision.

Thanking you,

Yours faithfully,  
For SEEPZ Gems & Jewellery Mfrs. Association

(Rajeev S. Pandya)  
President



सत्यमेव जयते

भारत सरकार/ GOVERNMENT OF INDIA,

सीएफ़-सेज़ प्राधिकरण/ SEEPZ SEZ AUTHORITY.

वणिज्य और उद्योग मंत्रालय, MINISTRY OF COMMERCE & INDUSTRY,  
अंधेरी (पूर्व), मुंबई - 400 096. ANDHERI (EAST), MUMBAI - 400096

Tel: 022-28294770/28294750, Fax: 022-28291754

E-mail: [dcseepz-mah@nic.in](mailto:dcseepz-mah@nic.in), Website: [www.seepz.gov.in](http://www.seepz.gov.in)

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No. SEEPZ-SEZ/EST/3Dins./226/2018-19/03343/44

February 12, 2019

To,

✓ SEEMA  
AND  
SGJMA  
SEEPZ SEZ

Sub : Proposal of 3 Dimensional Brokers India

Sir,

M/s. 3 Dimensions Brokers India a composite licence holder of IRDA and authorized to provide total insurance solutions across all lines of insurance i.e. General insurance, life insurance, reinsurance in accordance with the requirement of corporate establishments approached EPCES and this SEEPZ Administration for an interactive session for the Unitholders. They will also conveyed that they will provide export credit facilities to their insurer's units and want to create awareness of having proper insurance coverage on building, plant & machinery, raw materials and finished products and all other risks relating to human tragedy and loss of goods in stock as well on movement of goods to shipping points and from the place of import to SEEPZ Units.

SEEPZ SEZ has thus granted permission to EPCES to conduct an interactive session on 12.02.2019 for the Unitholders to promote sector specific awareness for optimum coverage against the inherent risk for the advantage of units.

You are also requested to kindly furnish your views in the said matter at the earliest.

Yours faithfully,

(V.P. Shukla)

Secretary/Jt. Development Commissioner,  
SEEPZ SEZ Authority



Export Promotion Council for EOUs & SEZs  
Ministry of Commerce & Industry, Govt. of India  
Western Regional Office: Office No.3, 3rd Floor, Business Facilitation Centre,  
SEEPZ Special Economic Zone, Andheri (East), Mumbai – 400 096  
Phone: 91-22-28291343 • Fax: 91-22-28291015 • E-mail: epceswr@yahoo.com

Dt. 31.01.2019

To,  
The Jt. Development Commissioner  
Seepz-sez.

Dear Sir:

It is proposed to hold an interactive session with the Gem & Jewellery units and Electronic/IT units functioning in SEEPZ-SEZ to so as to explain the advantage of having proper insurance coverage on building, plant and machinery, Raw materials and finished products and all other risks relating to human tragedy and loss of goods in stock as well on movement of Goods to shipping points and from the place of import to SEEPZ-SEZ UNITS.

As you may be aware a detailed presentation on various risks is proposed to be made by a well known insurance broker in India, viz. 3 dimensional insurance broker India, licensed by Insurance Regulatory and Development Authority of India (IRDA) having International presence who are engaged in identifying the best possible coverage of all the possible risks relating to Industrial units.

It is requested that the permission may kindly be granted to hold the proposed session on 12<sup>th</sup> February 2019 at 11.00 AM to 1.00 PM followed by Lunch, in the Conference Hall, 2<sup>nd</sup> Floor, BFC Bldg., FREE OF CHARGES as the purpose is to promote the sector specific awareness for optimum coverage against inherent risks for advantage of units in SEEPZ-SEZ.

Thanking you

With regards

U. RAJKUMAR  
Regional Director.



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भारत सरकार

भारत सरकार

INDIAN DEPARTMENT

GOVT. OF INDIA

3 DIMENSIONAL INSURANCE BROKERS  
INDIA PRIVATE LIMITED

09/11/2004

RECEIVED  
11/11/2004

Director of Insurance Brokers, Govt. of India

*Airway*

MARCHE 1952

UNIVERSITY

INTERNATIONAL INSURANCE BROKERS  
LIMITED

GOVT. OF INDIA

1952

300...

*M. M. M. M.*

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Government of India  
Form GST REG-06  
[See Rule 1(92)]

Registration Certificate

Registration Number :07AABCE5125E1Z3

1.	Legal Name	3 DIMENSIONAL INSURANCE BROKERS INDIA PRIVATE			
2.	Trade Name, if any	3 DIMENSIONAL INSURANCE BROKERS INDIA PRIVATE			
3.	Constitution of Business	Private Limited Company			
4.	Address of Principal Place of Business	FIRST FLOOR, LIG 142, SARITA VIHAR, NEW DELHI, South Delhi, Delhi, 110076			
5.	Date of Liability	22/11/2017			
6.	Period of Validity	From	28/11/2017	To	NA
7.	Type of Registration	Regular			
8.	Particulars of Approving Authority				
Signature					
Name					
Designation					
Jurisdictional Office					
9.	Date of issue of Certificate	28/11/2017			
Note: The registration certificate is required to be prominently displayed at all places of business in the State.					

This is a system generated digitally signed Registration Certificate issued based on the deemed approval of the application for registration

Digitally signed by \_\_\_\_\_

AB



GSTIN 07AABCE5125E1Z3  
Legal Name 3 DIMENSIONAL INSURANCE BROKERS INDIA PRIVATE LIMITED  
Trade Name, if any 3 DIMENSIONAL INSURANCE BROKERS INDIA PRIVATE LIMITED

Details of Additional Places of Business

Total Number of Additional Places of Business in the State 0



GSTIN: 07AABCE5125E1Z5  
 Legal Name: 5 DIMENSIONAL INSURANCE BROKERS INDIA PRIVATE LIMITED  
 Trade Name, if any: 5 DIMENSIONAL INSURANCE BROKERS INDIA PRIVATE LIMITED

Details of Managing / Whole-time Directors and Key Managerial Persons

1	Name	AISHWARYA RAVISHANKAR
	Designation/Status	DIRECTOR
	Resident of State	Delhi

5 DIMENSIONAL INSURANCE BROKERS INDIA PRIVATE LIMITED

*Aishwarya*

07/01/2018

## 3 Dimensional Insurance Brokers India Pvt. Ltd.

Date: 29/Nov/18

To,  
Development Commissioner  
SEEPZ, Maharashtra

Subject: Covering Letter for request for allotment of space for opening an office in SEEPZ

Dear Sir,

This is in continuation to the email dated Oct 12<sup>th</sup>, 2018 regarding our request for setting up an office in SEEPZ.

We are 3 Dimensional Insurance Brokers (India) Pvt. Ltd., Licensed by Insurance Regulatory & Development Authority of India (License No. 630) and also a Licensed Broker in the premier Lloyds of London market Globally.

3DI is a forward-thinking business that has adopted a broking mechanism utilizing animation to represent a risk to the insurers. 3DI uses animation technology to present risks to underwriters in a new and exciting way.

We are fully synced with the theme of Digital India and hence, believe in simplifying, digitizing and making the whole ecosystem of insurance Hassle Free. We shall be your one point of contact for anything relating to insurance, starting from getting the right product to servicing and claims assistance and competitive pricing.

We are a composite insurance broker servicing in all fields of Insurance including Life, Non Life and Reinsurance.

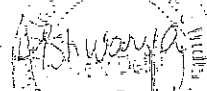
Please find enclosed the following :

- A brief profile of our company and our offerings to the companies in SEEPZ
- Our Company presentation
- Board resolution for appointment of directors

We request you to please consider the same.

Thanking you,

Yours faithfully,

  
Aishwarya Ravishankar  
Director

39/21  
29/11/18

2/22

Introduction to 3 Dimensional Insurance Brokers  
India  
Licence No: 630

We are 3 Dimensional Insurance Brokers India, an associate concern of a Lloyds of London Broker and a Consultant/broker licensed by Insurance Regulatory and Development Authority of India.

We help our clients in identifying the best possible coverage at the best terms, at the same time help them to understand and manage their risk better.

3DI uses animation technology to present risks to underwriters in a new and exciting way. We use drones to record footage of the client site. The recordings are then used to create animations to move around the location, in order to enable clients as well as underwriters to see the risk visually and accordingly evaluate the adequate coverage for the risk and incorporate measures which could reduce risk leading to reduction in premium.

We request you to grant us approval for setting up an office of 1000 Sq feet in the Non processing area of SEEPZ for a term of 5 years with a clause of extension for further 5 years.

We would like to have presence in SEEPZ to cater to all kinds of Insurance needs for the Industries in the area. We believe that our presence in the SEEPZ area would make us available to the clients at all times, thus reduce their hassle of running to insurance companies for renewals or for claim assistance.

12/10/16



We are fully synced with the theme of Digital India and hence believe in simplifying, digitizing and making the whole ecosystem of insurance Hassle Free. We shall be your one point of contact for anything relating to insurance, starting from getting the right product to servicing and claims assistance

We plan to have an In House full support team for technical support, claims and marketing to ensure that we provide the best possible services. We are attaching a brief profile of our company for your perusal.

Value additions proposed by 3DI

- Dedicated Insurance Helpdesk- One point of contact
- Tailormade solutions
- Exclusive account manager
- Wide range of services- Life, General and Reinsurance
- Custom built consultancy
- Hassle free claim settlement

Snapshot of Unit wise coverage of Insurance

**Gems & Jewellery**

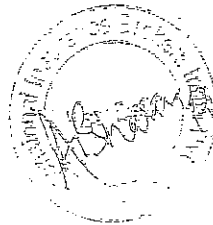
- Fire insurance - for Building, Plant & Machinery and Stocks
- Machinery Breakdown Insurance for mechanical insurance
- Electronic Equipment Insurance
- Burglary, House break-in and Theft Insurance for Raw and finished products(Gold and Silver)
- Transit Insurance (Marine) for transporting the products to and from SEZ
- Money Insurance for carriage of money including cash, DD and Cheque
- Employee compensation for Workmen working the factory.
- Glass Insurance for Showrooms( If applicable)
- Directors & Officers Liability for Large corporate
- Group Medclaim & Group Personal Accident
- Oversea Medclaim
- Public Liability
- Trade Credit Insurance

*[Handwritten signature]*

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## T Industry

- Cyber Insurance
- BodyGuard Bulletproof
- Commercial General Liability ( For Public and Product Liability)
- Fire insurance - for Building, Plant & Machinery
- Machinery Breakdown Insurance for (DG Sets)
- Electronic Equipment Insurance
- Burglary, House break-in, and Theft Insurance
- Money Insurance for carriage of money including cash, DD and Cheque
- Employee compensation for Workmen working the factory
- Directors & Officers Liability for Large corporate
- Group Medclaim & Group Personal Accident
- Oversea Medclaim
- Public Liability
- Trade Credit Insurance



# 3 Dimensional Insurance Brokers India Pvt. Ltd.

CERTIFIED TRUE COPY - BOARD RESOLUTION

EXTRACTS FROM THE MINUTES OF THE MEETING OF BOARD OF DIRECTORS OF 3 DIMENSIONAL INSURANCE BROKERS INDIA PRIVATE LIMITED HELD ON 25<sup>th</sup> September 2018 AT 10 AM AT THE REGISTERED OFFICE OF THE COMPANY.

"RESOLVED THAT the below mentioned persons be and are hereby re-appointed as the Directors of 3 DIMENSIONAL INSURANCE BROKERS INDIA PRIVATE LIMITED with immediate effect."

- 1. Aishwarya Ravishankar
- 2. Dharam Bir Malik
- 3. Anil Anand
- 4. Elizabeth Chawla
- 5. Hayden Hertz

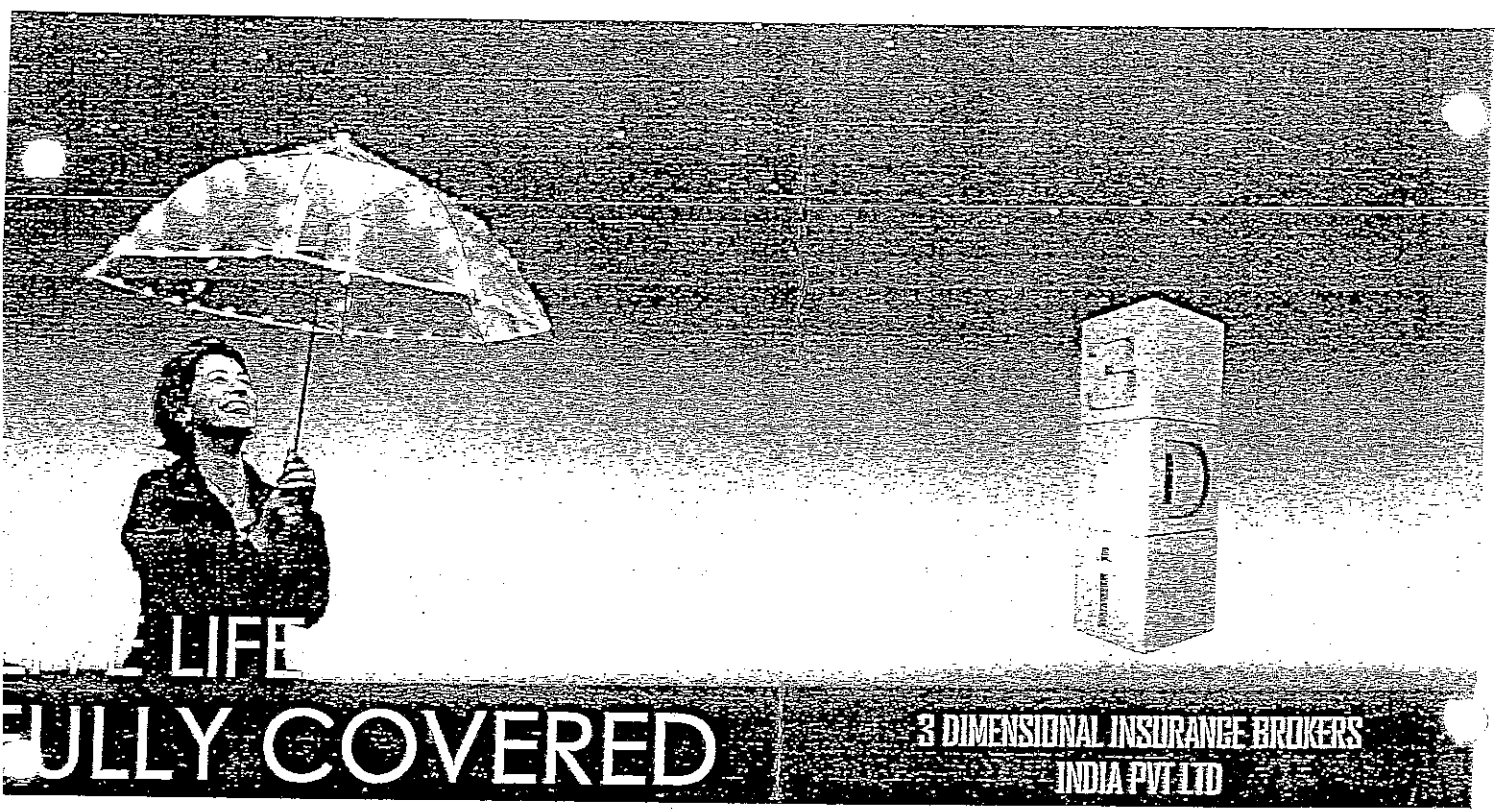
Resolved further that Ms. Aishwarya Ravishankar Director of the Company be and is hereby severally authorized to do all such acts, deeds, matters and things which are necessary to give effect the aforesaid resolution

For 3 Dimensional Insurance Brokers India Pvt. Ltd.



Aishwarya Ravishankar  
 Director  
 DIN: 07566223  
 Add: 5/504 Eastend Apartments,  
 Mayur Vihar Phase-1 Extension, Delhi-110096

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LIFE FULLY COVERED

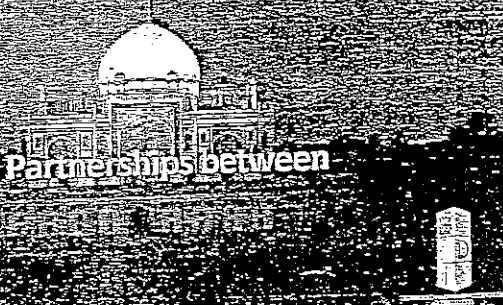
3 DIMENSIONAL INSURANCE BROKERS  
INDIA PVT LTD

# PHILOSOPHY

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- Insurance is based on two latin words "Ubberima Fides" – Utmost Good Faith
- Insurance is not about THE LOWEST Price but THE BEST TERMS
- Claims efficiently responded in a TIMELY MANNER
- Detailed analysis of clients business

Our aim as an Insurance Business is to develop Tri-Parite Partnerships between  
**CLIENT – BROKER – INSURER**



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# OUR TEAM

Our highly skilled team personifies the very qualities that have  
Made us successful

**K.S. Nair**  
Principal Officer & CEO  
(Ex United India Insurance)

**Mr. Hayden Hertz**  
Director Reinsurance & Shareholder  
(Broker of Lloyds)

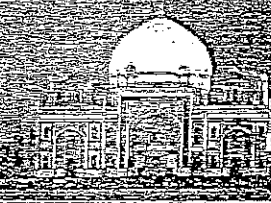
**Mrs. Elizabeth Chawla**  
Director & Shareholder

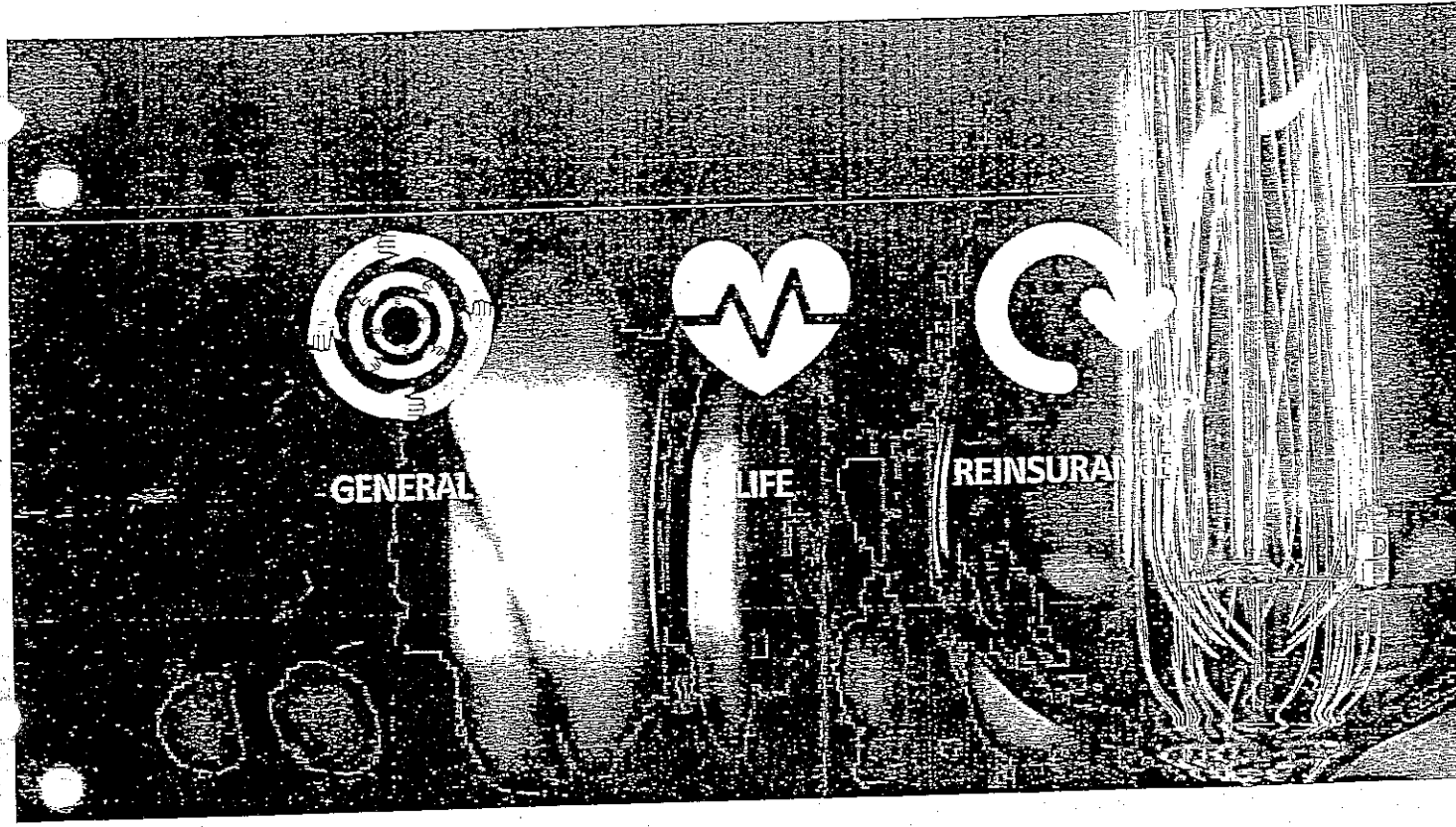
**Ms. Aishwarya Ravishankar**  
Director & Shareholder  
(Chartered Accountant)

**Mr. D.B. Malik**  
Ex Managing Director LPA  
(Subsidiary of GIC)

**Mr. Anil Sharma**  
General Manager  
(Ex Chief Manager,  
National Insurance)

**Mr. Yash Pise**  
Business Development & Marketing Manager  
(MBA in Marketing and IT)





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### Reinsurance



### Life Insurance



100



# CYBER

3 Dimensional Insurance Brokers India proposes to sell  
**Bodyguard Bulletproof**

**The customer-** The end consumers get 360° protection with military grade cyber security for their mobile devices and cyber insurance cover against all of their digital assets.

**The insurance Company -** The insurance policy is strengthened with the unique cyber security offering brought by SafeHouse and can reach to a wider audience. Additionally, BodyGuard by SafeHouse, reduces the the risk of liability of the insurance company significantly.

**SafeHouse Technologies:** 80% of the web traffic in India is through mobiles and BodyGuard secures this traffic by detecting and preventing cyber threats in real-time.

**BODYGUARD**  
BULLETPROOF

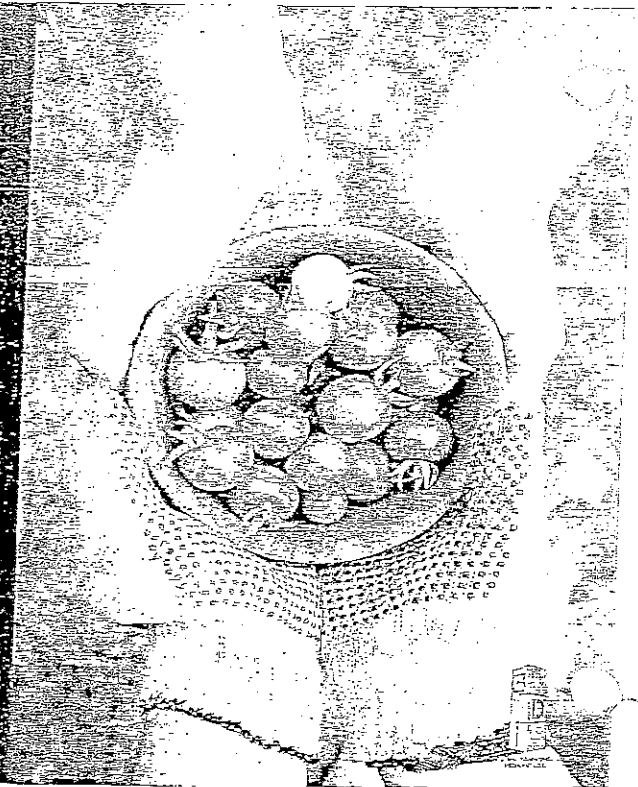


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# CROP

We are here to cover around 30 million farmers across the country, using drones and weather forecasting technology.

We are in close association with companies which are into crop assessment , determining crop risk zones, constantly monitoring crop condition and damage assessment and claim settlement..



# WHAT SETS US APART



## Visualization & animation

- Industrial All Risk
- T & D Lines - SRO
- SEF Stock & Asset
- Burglary and Housebreaking



## Risk & Management consulting

- T & D Lines - BI
- Stand Alone Terrorism Policy
- Employee Deposit Linked Insurance
- Electronic Equipment Policy



## 3D Health Wallet

- Group Mediclam



## Bodyguard Bulletproof

- SEF Laptop / Desktop
- Cyber Policy



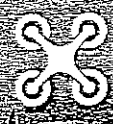
## In house legal assistance

- Director & Officer Liability
- Public Liability Act Policy
- GPA Consumer
- Comprehensive General Liability



## RFID & IoT policy

- Group Personal Accident
- Motor Telematics



## Survey including drones

- Marine cum SEF Policy



## Global medical assistance

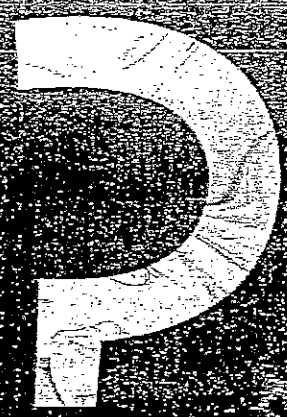
- Overseas Medical Policies
- Doctor on Call



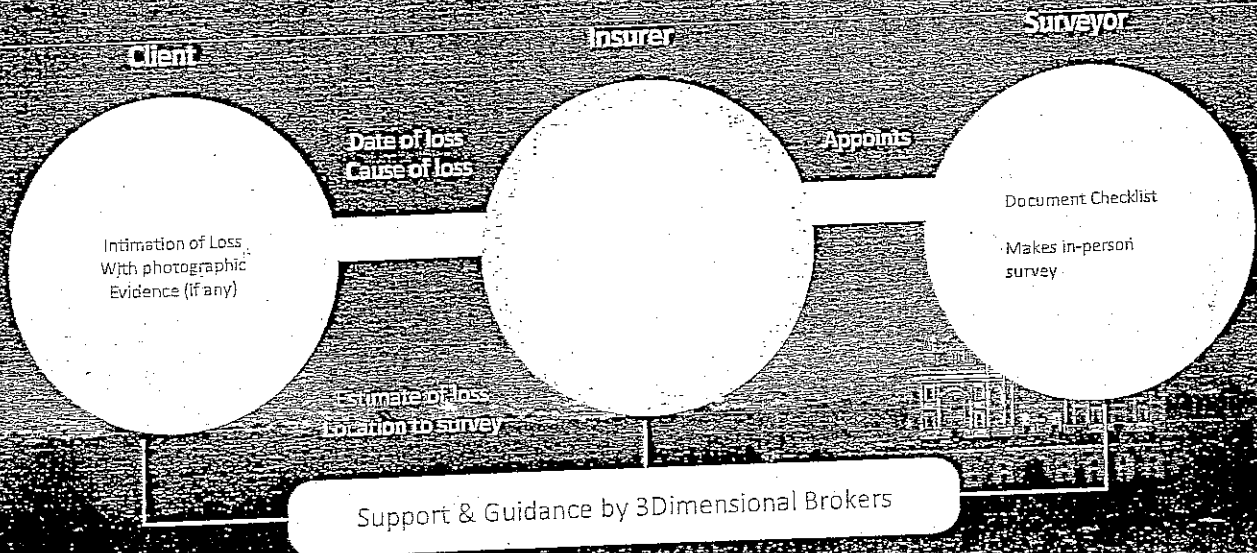
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# WHY US

- **The new age Insurance Consultant**
- **Helping underwriters understand risk better hence reducing the premium for client**
- **Cutting edge technology**
  - **Animation in insurance- In the field of property**
  - **Usage of drones**
- **Over 173 years of collective experience in the Insurance/Reinsurance domain.**
- **Exclusive account/relationship manager**



# CLAIM INTIMATION



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# OUR PARTNERS



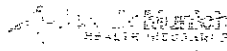
National Insurance



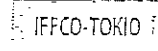
HDFC ERGO



Religare



Apollo Munich



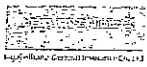
IFFCO TOKIO



Star Health



Bharti AXA



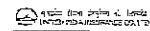
BAJAJ Allianz



New India Assurance



Oriental Insurance Limited



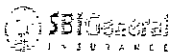
United India Assurance

digit

Go Digit



Reliance General Insurance



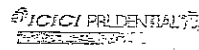
SBI General



TATA AIG



ICICI Lombard



ICICI Prudential



LIC



Export Promotion Council for EOUs & SEZs  
Ministry of Commerce & Industry, Govt. of India  
Western Regional Office: Office No.3, 3rd Floor, Business Facilitation Centre,  
SEEPZ Special Economic Zone, Andheri (East), Mumbai – 400 096  
Phone: 91-22-28291343 • Fax: 91-22-28291015 • E-mail: epceswr@yahoo.com

Dt. 12.10.2018

The Development Commissioner,  
Seepz-sez:

Dear Sir:

A team of Senior Officials of the Insurance firm, M/s. 3 Dimensional Brokers India, a composite license holder of IRDA and who is authorized to provide total insurance solutions across all lines of insurance viz. General Insurance, Life Insurance, Reinsurance etc. in accordance with the requirements of the corporate establishments visited this office with a request to help them to have an interaction with SEZ units in SEEPZ-SEZ for explaining the advantage of Insurance provisions being undertaken by them and is very keen to set up their operation in SEEPZ-SEZ.

They explained that their firm has 180 years of collective experience in Indian and International Insurance domain and therefore capable of providing customized solutions to suit the requirements of the clients' business for underwriting and hassle free claim settlement.

Further, they explained that they have International presence with its promoters office in London i.e. LLOYDS OF LONDON, the biggest insurance hub of world. The 3D India, uses innovative animation technology with excellent broking skills to give true 3D picture of Risk so as to provide better commercial terms. In this connection a write up about unitwise coverage of Insurance and the value addition in the field of providing various types of insurance is enclosed for ready reference. They have also mentioned that they also provide export credit facilities to their insurers' units.

As mentioned above they have requested the assistance for holding an informative and interactive session with the representatives of units, in order to explain various advantage available to units in the insurance facilities being offered by them. They have also expressed their desire to allow them for setting up a small service unit in SEEPZ-SEZ so as to provide service at door steps of the units working in SEEPZ.

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Since the proposal appears to be advantageous to units as safe guard against various types of risks and calamities involving the functioning of units engaged in providing employment, investment and exports.

They are approaching the SEEPZ-SEZ in this regard for permission to hold the proposed session in SEEPZ-SEZ and also about their desire to operate as service unit in the SEZ area, for the benefit of SEZ units. We recommend them to SEEPZ as it will help units to get the insurance services at their door steps.

This is for your kind information and necessary action as deem fit.

With best regards

Yours faithfully,

U. RAJKUMAR  
Regional Director  
EPCES(WR).





**3 Dimensional Insurance Brokers India**  
**Licence No: 630**

04/Oct/2018

Dear Sir,

Below are a few points highlighting our expertise in the domain and how we could add value to companies located in SEEPZ-

- **ONE POINT INSURANCE SOLUTION PROVIDER** - We are a Composite licence holder of IRDA, thus authorised to provide total insurance solutions across all lines of Insurance- Be it General Insurance, Life Insurance or Reinsurance in accordance with the needs of the Corporate.
- **ACCESS TO INTERNATIONAL MARKET** - The "3 Dimensional Insurance Brokers India " has international presence with its Promotor's Office in London i.e. Lloyd's of London which is biggest Insurance hub of the world. The continuous flow of information & expertise from "3 Dimensional Insurance London" keeps us abreast with latest evolving Insurance philosophy & practices across the globe which is passed on to our corporate clients in India in the form of best pricing & policy coverages.
- **HIGHLY DIGITALISED & TECH SAVY SOLUTIONS** - The 3 Di India uses innovative animation technology with traditional broking skills to give true 3D picture of the risk for its better understanding & assessment with objective to provide better commercial terms. We are the first Insurance Intermediary to introduce pathbreaking insurance products such as Bodyguard Bullet Proof & Health Wallet & use of Drone technology for Risk assessment & Risk improvement in Indian insurance market. Our 3 Dimensional Visualization / Animation Technology is an important tool to identify & highlight hidden Risks for their appropriate resolution.
- **SERVICE AT DOOR STEP** - Insurance is a business of "mutual trust." We at 3 Di. believe in human relations which is fulcrum of mutual trust. Our office in SEEPZ will provide door step services on 24\*7 basis & regular interaction with our customers in SEEPZ. We would have dedicated service Manager who would be one point of contact for all Insurance requirements of the client.
- **SERVICING BY WELL EXPERIENCED INSURANCE PROFESSIONALS** - We have an expert team of professionals with more than 180 years of collective experience in the Indian as well international Insurance domain. We would be able to offer Tailormade solutions to suit client's business and a perfect underwriting & hassle free claim settlement.

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

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AGENDA ITEM NO. 04

a) **Proposal: -**

Recruitment for engaging Consultants (Technical Advisor), Engineers (Civil & Electrical), Consultant (Legal), Consultant (Labour), Consultant (Hindi) and Information Technology.

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

Approval for recruitment of engaging Consultants

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

Rule 9 (4) of the Authority Rules 2009

d) **Other Information: -**

The proposal of recruitment of engaging Consultants was placed in the 34<sup>th</sup> Authority meeting held on 11.05.2018 wherein it was intimated to the Committee that advertisement were floated on the website and application for recruitment of engaging Consultants viz. Technical Advisor, Engineers (Civil & Electrical), Legal, Labour, Disaster Management, Hindi and IT Advisor purely on contractual basis were prepared and received as per at the provisions of the existing Govt. of India.

The Authority had received 40 applications and the same were scrutinized by the Consultancy Evaluation Committee thus constituted and the Committee selected candidates and accordingly the Authority has engaged the services of Consultants for Legal, Labour, Civil & Electric Engineers, Information Technology and Hindi purely on contract basis for a period of one year subject to the terms and conditions stipulated therein.

e) Recommendation :-

The proposal is thus submitted to the Authority in terms of Rule 9 (4) of the Authority Rules 2009 for information.

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

\*\*\*\*\*

AGENDA ITEM NO. 05

a) Proposal:-

Award of contract for mechanized / manual cleaning work and housekeeping services for SEEPZ SEZ campus as well as SEEPZ Residential Complex (Govt. Quarters) for the year 2018-19.

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

Approval for engagement of agency for mechanized / manual cleaning work and housekeeping services for the year 2018-19.

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

Rule 9 (4) of the Authority Rules 2009

d) Other Information:-

The proposal of engaging agency for mechanized/manual cleaning work and housekeeping services for the year 2018-19 was placed in the 34<sup>th</sup> Authority meeting held on 11.05.2018 wherein Committee approved the proposal for initiating the tender process for finalization of the contract for the year 2018-19 subject to compliance of GFR procedure.

The Authority had floated the advertisement and this office had received 07 applications. On thorough scrutiny of the technical and financial bid the contract was awarded for mechanized/manual cleaning work and housekeeping services in SEEPZ campus and residential complex (Govt. Quarters) to M/s. Hygiene Everywhere

Solutions Pvt. Ltd. @ Rs. 28,75,000/- per month for a period of one year subject to the terms and conditions stipulated therein on 16.07.2018 by the Competent Authority.

e) Recommendation :-

The proposal is thus submitted to the Authority in terms of Section 34 of SEZ Act, 2005 read with Rule 9 (4) of the Authority Rules 2009 for information.

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सोसायटी ऑफ इन्फॉर्मेशन टेक्नॉलॉजी  
सेक्टर - १०८, ए.पी.जे. आबट्टी रोड,  
मुंबई - ४०० ०७६

SEEPZ SPECIAL ECONOMIC ZONE AUTHORITY  
SEEPZ SERVICE CENTRE BUILDING, SEEPZ 108,  
ANDHERI EAST, MUMBAI - 400 096

No. SEEPZ-SEZ/EMS/GC/CC/74/2018-19/18115

Dated 16/07/2018

To,  
M/s Hygiene Everywhere Solutions Pvt. Ltd.,  
Room No. B-3, Abdul Rashid Compound,  
Behind Solo India, Kherani Road,  
Sakinaka, Andheri East,  
Mumbai - 72

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 2018-19.

Sir,

Please refer to your quotation for subject.

In this connection, this is to inform that your quotation for subject work has been accepted by the Competent Authority on quoted rate i.e. Rs. 28,75,000/- on following terms & conditions:-

Sr. No.	Name of work	Value of the contract for the year 2018-19
1	Mechanized / Manual Cleaning work and Housekeeping Services for SEEPZ-SEZ campus as well as SEEPZ Residential Complex (Govt. Quarters) for the Year 2018-19.	Rs. 28,75,000/- (Rupees Twenty Eight lakh Seventy five thousand)

Terms & conditions:-

❖ RESOURCES USED ON SITE:-

1. Supply of materials by the contractor:

M/s Hygiene Everywhere Solutions Pvt. Ltd. will provide every article which may be necessary and requisite for the due and proper execution of the several works included in contract.

Page 1 of 18

अध्यक्ष Chairperson 28290856

सचिव Secretary 28294770

संबंधित (संपत्ति) Manager (Estate) 28294770

फोन / Fax : 28291335 / 28291754

ई-मेल / E-mail : dcseepz-mah@pic.in

वेबसाइट / Website : www.seepz.gov.in

सोसायटी विशेष आर्थिक क्षेत्र प्राधिकरण के बंदते कदम - राजभाषा के संज्ञा

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 Hygiene Everywhere Solutions Pvt. Ltd. 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 Hygiene Everywhere Solutions Pvt. Ltd. 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 Hygiene Everywhere Solutions Pvt. Ltd.

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 Hygiene Everywhere Solutions Pvt. Ltd. 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 Hygiene Everywhere Solutions Pvt. Ltd. M/s Hygiene Everywhere Solutions Pvt. Ltd. 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 Hygiene Everywhere Solutions Pvt. Ltd. 10 days notice in writing. M/s Hygiene Everywhere Solutions Pvt. Ltd. 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 Hygiene Everywhere Solutions Pvt. Ltd., 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

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writing to M/s Hygiene Everywhere Solutions Pvt. Ltd. and then notwithstanding the fact that the work, materials or articles complained of any have been inadvertently passed, certified and paid for, M/s Hygiene Everywhere Solutions Pvt. Ltd. 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 Hygiene Everywhere Solutions Pvt. Ltd. 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 Hygiene Everywhere Solutions Pvt. Ltd., 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 Hygiene Everywhere Solutions Pvt. Ltd. for damage or fire etc.:

From the commencement of the work to the completion of the same, M/s Hygiene Everywhere Solutions Pvt. Ltd. will take all precautions during the execution of work. The work shall be under M/s Hygiene Everywhere Solutions Pvt. Ltd. charge. M/s Hygiene Everywhere Solutions Pvt. Ltd. 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 Hygiene Everywhere Solutions Pvt. Ltd. or any of their employee during the execution of the work.

4. M/s Hygiene Everywhere Solutions Pvt. Ltd. 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 Hygiene Everywhere Solutions Pvt. Ltd. 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 Hygiene Everywhere Solutions Pvt. Ltd. failing or neglecting to commence execution



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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 Hygiene Everywhere Solutions Pvt. Ltd. M/s Hygiene Everywhere Solutions Pvt. Ltd. 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 Hygiene Everywhere Solutions Pvt. Ltd. Such costs, charges and expenses will be deemed to be arrears of land revenue and in the event of M/s Hygiene Everywhere Solutions Pvt. Ltd. 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 Hygiene Everywhere Solutions Pvt. Ltd. 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 Hygiene Everywhere Solutions Pvt. Ltd. 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 Hygiene Everywhere Solutions Pvt. Ltd.; or from security deposit.

5. M/s Hygiene Everywhere Solutions Pvt. Ltd. is liable for damages arising from non-provisions of lights, fencing etc.:

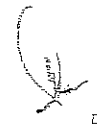
M/s Hygiene Everywhere Solutions Pvt. Ltd. shall also supply without charge the requisite number of persons with the means and materials necessary for the purpose of setting out works, and counting, weighing and assisting the measurement or examination at any time and from time to time of the work or the materials. M/s Hygiene Everywhere Solutions Pvt. Ltd. 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 Hygiene Everywhere Solutions Pvt. Ltd. be paid for compromising any claim by any such person.

6. M/s Hygiene Everywhere Solutions Pvt. Ltd. will provide suitable scaffolds and working platforms, gangways 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.

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- (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 Hygiene Everywhere Solutions Pvt. Ltd. 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 Hygiene Everywhere Solutions Pvt. Ltd. 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 Hygiene Everywhere Solutions Pvt. Ltd. will take necessary measures to prevent such fire spreading to or otherwise damaging surrounding property.

8. Liability of M/s Hygiene Everywhere Solutions Pvt. Ltd. for any damage done in or outside work area:

Compensation for all damage done intentionally or unintentionally by M/s Hygiene Everywhere Solutions Pvt. Ltd.'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 Hygiene Everywhere Solutions Pvt. Ltd. will be bound to pay the amount of the assessed compensation on demand failing which the same will be recovered from M/s Hygiene Everywhere Solutions Pvt. Ltd. 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 Hygiene Everywhere Solutions Pvt. Ltd. under this contract or otherwise. M/s Hygiene Everywhere Solutions Pvt. Ltd. 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

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prevent the spread of fire and he will 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. M/s Hygiene Everywhere Solutions Pvt. Ltd. will pay directly to the concerned authorities all rates, taxes, royalties and other charges. M/s Hygiene Everywhere Solutions Pvt. Ltd. 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 Hygiene Everywhere Solutions Pvt. Ltd., will also be signed by all the partners except where M/s Hygiene Everywhere Solutions Pvt. Ltd. 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 Hygiene Everywhere Solutions Pvt. Ltd. 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 Hygiene Everywhere Solutions Pvt. Ltd. and will be reckoned from the date on which the order commence work is given to M/s Hygiene Everywhere Solutions Pvt. Ltd.

5. In any case in which under any clause(s) of this contract, M/s Hygiene Everywhere Solutions Pvt. Ltd. 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

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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 Hygiene Everywhere Solutions Pvt. Ltd. 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 Hygiene Everywhere Solutions Pvt. Ltd. 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 Hygiene Everywhere Solutions Pvt. Ltd. If M/s Hygiene Everywhere Solutions Pvt. Ltd. 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 Hygiene Everywhere Solutions Pvt. Ltd., 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 Hygiene Everywhere Solutions Pvt. Ltd. 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 Hygiene Everywhere Solutions Pvt. Ltd. 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 Hygiene Everywhere Solutions Pvt. Ltd. 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

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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 Hygiene Everywhere Solutions Pvt. Ltd. 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:

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 Hygiene Everywhere Solutions Pvt. Ltd. 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 Hygiene Everywhere Solutions Pvt. Ltd. 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 Hygiene Everywhere Solutions Pvt. Ltd. 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 Hygiene Everywhere Solutions Pvt. Ltd. a notice in writing of such desire and

upon the receipt of such notice M/s Hygiene Everywhere Solutions Pvt. Ltd. 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 Hygiene Everywhere Solutions Pvt. Ltd. M/s Hygiene Everywhere Solutions Pvt. Ltd. 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 Hygiene Everywhere Solutions Pvt. Ltd. be entitled to any compensation from SEEPZ-SEZ Authority on any account unless M/s Hygiene Everywhere Solutions Pvt. Ltd. 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 Hygiene Everywhere Solutions Pvt. Ltd. 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 Hygiene Everywhere Solutions Pvt. Ltd.

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.

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16. Entering upon or commencing any portion of work:

M/s Hygiene Everywhere Solutions Pvt. Ltd. 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 Hygiene Everywhere Solutions Pvt. Ltd. will have no claim to ask for measurements of or payment for work.

17. Method of payment:

Payment to M/s Hygiene Everywhere Solutions Pvt. Ltd. will be made by cheques drawn on any Nationalized Bank.

18. The rates to be quoted by M/s Hygiene Everywhere Solutions Pvt. Ltd. must be inclusive of GST. No extra payment on this account will be made to M/s Hygiene Everywhere Solutions Pvt. Ltd.

19. 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 M/s Hygiene Everywhere Solutions Pvt. Ltd. for mechanized / manual cleaning work and housekeeping services.

❖ MANPOWER UTILIZATION ON THE SITE:

1. M/s Hygiene Everywhere Solutions Pvt. Ltd. must pay minimum wages as prescribed under the law. The labourer's contribution to be deposited to PF / BSI 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 Hygiene Everywhere Solutions Pvt. Ltd. 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 Hygiene Everywhere Solutions Pvt. Ltd., it will be recoverable by SEEPZ-SEZ Authority from M/s Hygiene Everywhere Solutions Pvt. Ltd. under Sub-Section (2) of the said section. Such compensation will be recovered in the manner laid down above. M/s Hygiene Everywhere Solutions Pvt. Ltd. will be responsible for and shall pay the expenses of providing medical aid to nay workman who may suffer a bodily injury as a result of an accident.



4. M/s Hygiene Everywhere Solutions Pvt. Ltd. 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 Hygiene Everywhere Solutions Pvt. Ltd. and M/s Hygiene Everywhere Solutions Pvt. Ltd. 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 Hygiene Everywhere Solutions Pvt. Ltd. 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 Hygiene Everywhere Solutions Pvt. Ltd. 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 Hygiene Everywhere Solutions Pvt. Ltd. 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 Hygiene Everywhere Solutions Pvt. Ltd. but such decision will not in any way affect the conditions in M/s Hygiene Everywhere Solutions Pvt. Ltd. regarding the payment to be made by SEEPZ-SEZ Authority at the sanctioned tender rates.
- iv. M/s Hygiene Everywhere Solutions Pvt. Ltd. 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 Hygiene Everywhere Solutions Pvt. Ltd. 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

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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 Hygiene Everywhere Solutions Pvt. Ltd.

7. M/s Hygiene Everywhere Solutions Pvt. Ltd. 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 Hygiene Everywhere Solutions Pvt. Ltd. If the provision in the said Act contradicts with any of the provisions regarding M/s Hygiene Everywhere Solutions Pvt. Ltd.'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 Hygiene Everywhere Solutions Pvt. Ltd. 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 Hygiene Everywhere Solutions Pvt. Ltd. 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 Hygiene Everywhere Solutions Pvt. Ltd.
3. To order that the work of M/s Hygiene Everywhere Solutions Pvt. Ltd. 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 Hygiene Everywhere Solutions Pvt. Ltd. and the value of the work done or executed through the new contractor shall be credited to M/s Hygiene Everywhere Solutions Pvt. Ltd. in all respects and in the same manner and at the same rates as if it had been carried out by M/s Hygiene Everywhere Solutions Pvt. Ltd. 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 Hygiene Everywhere Solutions Pvt. Ltd.

4. In case M/s Hygiene Everywhere Solutions Pvt. Ltd. will be rescinded under clause (2) above, M/s Hygiene Everywhere Solutions Pvt. Ltd. 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 Hygiene Everywhere Solutions Pvt. Ltd., the amount of excess shall be deducted from any money due to M/s Hygiene Everywhere Solutions Pvt. Ltd. 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 Hygiene Everywhere Solutions Pvt. Ltd. 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 Hygiene Everywhere Solutions Pvt. Ltd. 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 Hygiene Everywhere Solutions Pvt. Ltd. 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 Hygiene Everywhere Solutions Pvt. Ltd. will not be entitled to recover or be paid for an work therefore actually performed under the contract.
  
6. M/s Hygiene Everywhere Solutions Pvt. Ltd. will comply with the provisions of the Apprentices Act, 1961 and the rules and the orders issued under these

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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 Hygiene Everywhere Solutions Pvt. Ltd. will be liable to him, them of the provisions of the Act.

7. If M/s Hygiene Everywhere Solutions Pvt. Ltd. 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. Successful bidder 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 Hygiene Everywhere Solutions Pvt. Ltd. will enter into contract and the authorized signatory will execute and sign the contract agreement.
11. If the services of M/s Hygiene Everywhere Solutions Pvt. Ltd. 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 Hygiene Everywhere Solutions Pvt. Ltd. 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 Hygiene Everywhere Solutions Pvt. Ltd. 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 Hygiene Everywhere Solutions Pvt. Ltd.
3. It will be the M/s Hygiene Everywhere Solutions Pvt. Ltd.'s responsibility to inspect and investigate the work site thoroughly so as to arrive at the rates quoted in the tender.
4. M/s Hygiene Everywhere Solutions Pvt. Ltd. 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 Hygiene Everywhere Solutions Pvt. Ltd. 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 Hygiene Everywhere Solutions Pvt. Ltd. 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 Hygiene Everywhere Solutions Pvt. Ltd. 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 Hygiene Everywhere Solutions Pvt. Ltd. may be directed to do in the manner above specified as part of the work shall be carried out by M/s Hygiene Everywhere Solutions Pvt. Ltd. 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 Hygiene Everywhere Solutions Pvt. Ltd. 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 Hygiene Everywhere Solutions Pvt. Ltd., 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 Hygiene Everywhere Solutions Pvt. Ltd.'s duly authorized agent shall be considered to have the same force and effect as if they had been given to M/s Hygiene Everywhere Solutions Pvt. Ltd. himself.

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7. In case of tender by partners, any change in the constitution of a firm will be forthwith notified by M/s Hygiene Everywhere Solutions Pvt. Ltd. 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 Hygiene Everywhere Solutions Pvt. Ltd. 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 Hygiene Everywhere Solutions Pvt. Ltd. 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 Hygiene Everywhere Solutions Pvt. Ltd. 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 Hygiene Everywhere Solutions Pvt. Ltd. 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 Hygiene Everywhere Solutions Pvt. Ltd. If the additional or altered work, is ordered to be carried out before the rates are agreed upon them, M/s Hygiene Everywhere Solutions Pvt. Ltd. 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 Hygiene Everywhere Solutions Pvt. Ltd. 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 Hygiene Everywhere Solutions Pvt. Ltd. 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 Hygiene Everywhere Solutions Pvt. Ltd. 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. If you accept the work order, submit your acceptance within 05 days along with Performance Security of Rs. 17,25,000/- and start the work w.e.f. 23/07/2018. Also submit the draft agreement within 30 days.
- 8. All other terms and conditions of tender notice No. SEEPZ-SEZ/EMS/GC/CC/74/2018-19/13179 dated 21/05/2018 and Corrigendum No. SEEPZ-SEZ/EMS/GC/CC/74/2018-19/15300 dated 07/06/2018 remains unchanged.

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

Yours faithfully,



(Mahesh Yadav)  
Estate Manager,

SEEPZ-SEZ Authority

Copy for necessary action to:

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

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

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AGENDA ITEM NO. 06

a) **Proposal:-**

Award of contract for deployment of Security Guards at SEEPZ SEZ for the year 2018-19.

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

Approval for engagement of agency for deployment of Security Guards for the year 2018-19.

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

Section 34 of SEZ Act, 2005 read with Rule 9 (4) of the Authority Rules 2009.

d) **Other Information:-**

The proposal of engaging agency for deployment of Security Guards for the year 2018-19 was placed in the 34<sup>th</sup> Authority meeting held on 11.05.2018 wherein Committee approved the proposal for initiating the tender process for finalization of the contract for the year 2018-19 subject to compliance of GFR procedure.

Till the finalization of the tender process and deployment of the Security guards, M/s. Central Investigation & Security Services Ltd. who were awarded the contract for the period 2017-18 had continued their services 31.08.2018 by the Authority, subject to the terms and conditions of their work order no. SEEPZ SEZ:ESTATE:TSS:95:2017-18/13956 dt. 12.07.2017. Subsequent extension was granted on the said terms and conditions till 31.10.2018.



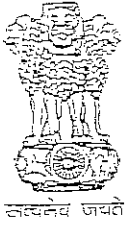
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In the meanwhile, the Authority had floated the advertisement and this office had received 06 applications. On through scrutiny of the technical and financial bid the contract was awarded for providing security services for SEEPZ SEZ and Residential Complex (Govt. Quarters) to M/s. Singh Intelligence Security Pvt. Ltd. @ Rs. 37,28,200/- per month for a period of one year subject to the terms and conditions stipulated therein on 11.10.2018 by the Competent Authority.

**e) Recommendation :-**

The proposal is thus submitted to the Authority in terms of Section 34 of SEZ Act, 2005 read with Rule 9 (4) of the SEZ Authority Rules, 2009 for information.

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सत्यमेव जयते

भारत सरकार  
GOVERNMENT OF INDIA

वाणिज्य और उद्योग मंत्रालय  
Ministry of Commerce & Industry

विकास आयुक्त का कार्यालय  
Office of the Development Commissioner

सीपज़ विशेष आर्थिक क्षेत्र  
SEEPZ SPECIAL ECONOMIC ZONE

अंधेरी (पूर्व), मुंबई - 400 096.

Andheri (East), Mumbai - 400 096.

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No. SEEPZ-SEZ/ESTATE/TSS/95/2018-19/ 24655

Dated 11/10/2018

To,

M/s Singh Intelligence Security Pvt. Ltd.,  
MLD Commercial Centre,  
G-3/1, Cross Road, MIDC,  
Andheri (E),  
Mumbai - 400 093

Sub: Work Order for providing security services for SEEPZ-SEZ  
along with SEEPZ-SEZ Residential Complex (Govt. Quarters).

Sir,

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

In this connection, this is to inform that your quotation for Rs. 37,28,200/-  
(Rupees Thirty Seven lakh Twenty Eight thousand Two hundred) per month has  
been approved by the Competent Authority on following terms and conditions:-

1. The contract will be awarded initially for a period of 01 year from execution  
of the work. However the first three months will be treated as a trial period. If  
the performance is found satisfactory during the period, the contract will be  
firmed up on yearly basis including the first three months of trial period,  
otherwise the same will terminated without any notice.
2. M/s Singh Intelligence Security Pvt. Ltd. will deposit 10% of the total contract  
cost of 01 year as Security Deposit / PGD, which will be refunded after  
deduction of dues if any on completion of contract period and after 90 days  
without any interest. Security Deposit / PGD should be in the form of  
Demand Draft / Pay Order / Bankers' Cheque or Bank Guarantee drawn from  
any Scheduled / Nationalized Bank in favor of SEEPZ SEZ Authority Fund  
payable at Mumbai within 10 (Ten) days from the execution of the work.

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

15/10/18

Page 1 of 11  
फैक्स : 28291385 / 28291754  
फैक्स : 28291385 / 28291754

सीपज़ विशेष आर्थिक क्षेत्र के बढ़ते कदम - राजभाषा के संग

3. Income Tax will be deducted at source (TDS) as per prevailing Income Tax Laws and certificate to this effect which shall be provided to M/s Singh Intelligence Security Pvt. Ltd. by the SEEPZ-SEZ Authority.
4. The security guards provided by M/s Singh Intelligence Security Pvt. Ltd. will be deemed to its employees.
5. The SEEPZ-SEZ Authority shall not be responsible for any of the statutory liabilities or otherwise under any law that may arise concerning service of the security guards provided by M/s Singh Intelligence Security Pvt. Ltd.
6. M/s Singh Intelligence Security Pvt. Ltd. will provide the security services on 24-hrs basis every day and working hours will be 8 hours per shift.
7. The height of security guards must be 5.5 with sound health and age limit should be 18 to 45 years old only. However the upper age limit for ex-servicemen shall be 50 years.
8. The educational qualification of security person should not be less than 10<sup>th</sup> Std. pass.
9. The security personnel should have knowledge of security and related equipments of at least three years experience in the different security works!
10. M/s Singh Intelligence Security Pvt. Ltd. will observe and comply with all the laws, rules, enactments and guidelines including without limitation, Contract Labour (Regulation & Abolition) Act 1970, Industrial Dispute Act, 1947, minimum Wages Act, Payment of Bonus Act, Employees Provident Funds Act, Employees State Insurance Act, Payment of Gratuity Act and other relevant Acts/Rules, which are in force from time to time or which may come in force in future, as may be applicable to it and its personnel who are deployed at SEEPZ-SEZ Authority. M/s Singh Intelligence Security Pvt. Ltd. will at all the times held SEEPZ-SEZ Authority harmless and effectively indemnified against any claims that may rise out of such non-compliance of applicable laws. This clause shall survive with the termination of agreement. Furthermore, M/s Singh Intelligence Security Pvt. Ltd. will at all the time be and remain the employees of M/s Singh Intelligence Security Pvt. Ltd. The personnel/employees of M/s Singh Intelligence Security Pvt. Ltd. will in no sense be considered employees or agents of the SEEPZ-SEZ Authority, not shall they be entitled to or eligible by reason of the contractual relationship created by agreement, to participate in any benefits or privileges given or extended by the SEEPZ-SEZ Authority to its employees. M/s Singh Intelligence Security Pvt. Ltd. will be fully responsible for their wages,

*Prof. J. K. Singh*  
10/10/18

statutory payment and deductions there from and for all other dues payable to its employees. Employees of M/s Singh Intelligence Security Pvt. Ltd. will not have any right to claim employment under SEEPZ-SEZ Authority.

11. M/s Singh Intelligence Security Pvt. Ltd. will follow the DGR wages act for ex-servicemen and minimum wages act for civilian guards, whichever is applicable as per the state govt.
12. M/s Singh Intelligence Security Pvt. Ltd. will be solely responsible for any injury to its personnel or any loss or damage arising out of the performance of agreement and agrees to indemnify SEEPZ-SEZ Authority in respect thereof. Furthermore, M/s Singh Intelligence Security Pvt. Ltd. won't claim for any damage or compensation or reimbursement of any expense which has been incurred by it, in compensating the persons employed by it, and the necessary insurance cover will be taken by M/s Singh Intelligence Security Pvt. Ltd. in respect of any accident, injury or death in the course of performance of duty by any person deployed by M/s Singh Intelligence Security Pvt. Ltd. In the event of any employee of M/s Singh Intelligence Security Pvt. Ltd. making any claim against SEEPZ-SEZ Authority in relation to death or personal injury sustained by any person then M/s Singh Intelligence Security Pvt. Ltd. undertakes to effectively indemnify and keep SEEPZ-SEZ Authority indemnified against any such claims. This clause shall survive the expiry and / or earlier termination of Agreement. The total Liability of SEEPZ-SEZ Authority under the agreement under any circumstances shall not exceed the amount actually due and payable to M/s Singh Intelligence Security Pvt. Ltd. as on the date such liability arises.
13. M/s Singh Intelligence Security Pvt. Ltd. will comply with all applicable laws, ordinances, rules and regulations in respect of agreement and employment of the persons provided by it and agrees to save SEEPZ-SEZ Authority harmless and indemnified against consequence of any default or breach thereof or any non-compliance of any such laws, ordinances rules etc.
14. M/s Singh Intelligence Security Pvt. Ltd. agrees to provide suitable uniforms and training to its employees, at its own costs.
15. Employees of M/s Singh Intelligence Security Pvt. Ltd. will not have any right to claim employment under SEEPZ-SEZ Authority. M/s Singh Intelligence Security Pvt. Ltd. agrees to indemnify and keep indemnified SEEPZ-SEZ Authority against such claim, if any.
16. It is specifically elucidated that the persons employed by or to be employed by M/s Singh Intelligence Security Pvt. Ltd. for the work undertaken will be persons of good character and behavior and capable to discharge their duties and functions.

*Signature*  
10/10/18

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17. M/s Singh Intelligence Security Pvt. Ltd. agrees to be fully responsible for the diligent performance of duties by its employees and for their good conduct and behavior. M/s Singh Intelligence Security Pvt. Ltd. agrees to be solely liable for any injury sustained by its employees and cover them under proper insurance policy.
  18. In the event, Ex-servicemen guards not available for deployment, in that case, trained Civilian Guards may be deployed in vacant place of Ex-servicemen guards subject to the condition that the said deployment will be only for the period of 1-2 months on each occasion (on temporary basis). However, on completion of the said period, M/s Singh Intelligence Security Pvt. Ltd. will be required to adhere to the terms and conditions of Section-1 of Scope of Work condition No. 1 of the tender notice for providing 70% Ex-servicemen Guards.
  19. M/s Singh Intelligence Security Pvt. Ltd. undertakes to depute only such Guards with sound mind and health who are able and proficient to face any emergencies. Furthermore, M/s Singh Intelligence Security Pvt. Ltd. agrees to insure that the personnel deployed by it possess the necessary skills and training to carry out the jobs entrusted to them. M/s Singh Intelligence Security Pvt. Ltd. agrees to ensure that the said personnel are properly dressed in uniforms provided by M/s Singh Intelligence Security Pvt. Ltd. and carry proper identity cards of M/s Singh Intelligence Security Pvt. Ltd. M/s Singh Intelligence Security Pvt. Ltd. agrees to ensure that its employees maintain required discipline and conform to office decorum and etiquette. M/s Singh Intelligence Security Pvt. Ltd. expressly undertakes that it will ensure that the Guards assigned do not consume alcohol while on duty or take drugs or any other stupefying substance at any time so as to affect their performance while on duty and are not suffering from any chronic or infectious diseases. M/s Singh Intelligence Security Pvt. Ltd. will arrange to remove such employees from the location/ premises of SEEPZ-SEZ Authority, who indicate that he/she is.
  20. The selection of guards would be based on the experience in handling arms and ammunition specially while serving in the Central/State Govt. organization/ High Security Establishments/Industrial location etc.
  21. In case, M/s Singh Intelligence Security Pvt. Ltd. fails to provide services of the specified number of security guards within the time limit, apart from forfeiture of EMD, penalty shall be @ Rs. 1000/- per day per person for the delayed period will be imposed.

*P. P. P. P.*  
10/10/18

22. Requirements of Manpower and their Conduct.

a) M/s Singh Intelligence Security Pvt. Ltd. must seek all credentials of the applicants, including their (i) Medical Fitness Certificates, issued by the Competent Authority, (ii) Character Certificates issued by the Employer (of organization where worked last), and verify the credentials before recruiting any of them as security personnel at SEEPZ-SEZ Authority. Details of documents be submitted before deployment of all their men (including reserve men). SEEPZ-SEZ Authority will have the right to verify all security personnel before their deployment. One copy of the said document may be submitted with the local Police Station. All Security Personnel proposed to be deployed, will have to undergo Physical Fitness Test.

b) Facility of training of security personnel under PASARA Act.

c) Estimated manpower Requirement (Tentative)

Security Guards (Ex-servicemen)	64
Security Guards (Female)	14
Technical (Male/Female) Security Guard	20
Total	98 (70% should be Ex-servicemen)

d) Criteria for Security Guards:

Male Security Guard:- Security guards should be 70% of Ex-Service personnel (from Indian Army / Navy / Air Force), Paramilitary Forces and 30% of Persons possessing certificate of training obtained from Director General of Police, Home Guard & Civil Defense, Ministry of Home, Govt. of Maharashtra or equivalent along with a minimum of Five years experience in working under a recognized Security Agency. The maximum age limit shall be 45 years. Should be preferably 10<sup>th</sup> standard pass. They should be able to read, write and comprehend elementary English, and should also be able to speak & read Hindi. Candidate shall have knowledge of two wheeler Vehicle along with Valid License. The maximum age limit for Ex-servicemen shall be 50 years.

Lady Security Guard: - Preferably should have defense background, paramilitary / NCC background, should be able to read, write and comprehend elementary Hindi, English and should also be able to speak & read Hindi. The maximum age limit is 45 years. Should be preferably 10<sup>th</sup> standard pass along with a minimum of Five years experience in working under a recognized Security Agency.

*for later*  
*15/10/18*

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Technical (Male/Female) Security Guard: - Technical Security Guard preferably should be Ex-Service personnel (from Indian Army/Navy/Air Force) and Paramilitary Forces. They should have knowledge of CCTV and Baggage Scanner. Preference will be given to the candidates who have the certificates related to CCTV and Baggage Scanner as well as knowledge of Computer.

Duty Hours:

Shift 1 (A)	=	07:00 hrs. to 15:00 hrs.
Shift 2 (B)	=	15:00 hrs. to 23:00 hrs.
Shift 3 (C)	=	23:00 hrs. to 07:00 hrs.

- e) Estimated Manpower requirement is subject to changes, if necessary, at the direction of SEEPZ-SEZ Authority the distribution of work force is also subject to change as required; at the discretion of the concerned officer of the SEEPZ-SEZ Authority.
- f) Behavior of Security Guards:
- i) M/s Singh Intelligence Security Pvt. Ltd. has to ensure good behavior of his personnel and they shall abstain from taking part in any staff union and association activities/anti establishment activity.
  - ii) If the services and/ or conduct of any of the security personnel deployed by M/s Singh Intelligence Security Pvt. Ltd. is found to be unsatisfactory, even though he is an Ex-Serviceman / trained person or other, he / she will have to be withdrawn by M/s Singh Intelligence Security Pvt. Ltd. within 24 hours from the campus.
  - iii) In case the security personnel deployed by M/s Singh Intelligence Security Pvt. Ltd. commit any act of omission or commission constituting misconduct or indiscipline, M/s Singh Intelligence Security Pvt. Ltd. will be liable and responsible to take disciplinary action against the personnel / staff, including suspension, dismissal from service etc. or removal from SEEPZ premises / campus.
  - iv) All the deployed security personnel must be Physically Fit for performing round the clock security duty at SEEPZ-SEZ Authority must possess good moral character and should have the basic knowledge of handling First Aid Fire Fighting Appliances.

*A. K. Jaiswal*  
10/10/18

g) M/s Singh Intelligence Security Pvt. Ltd. will deploy one "Site In-Charge" at his own cost. Site In-Charge should have experience in the field of Security Services and will be responsible for entire Campus Security and taking care of all queries/matters related to General Discipline, Incidents, Accidents, ESIC, EPF, Payment and other matter as deemed fit of their employees and also for immediate interaction with the establishment authorities. During absence / off day of Site In-Charge responsibility may be fixed to any other and same may be intimated to the SEEPZ-SEZ Authority in writing.

23. Scope of Work:

- a) The Authority intends to enter into contract for services of a total number of 84 Security Guards & 14 Female Security Guards (70% should be Ex-servicemen) to be deployed in 3 shifts at SEEPZ-SEZ Authority. It is further clarified that if the performance of the Security Guards is satisfactory, the Authority may extend the period of contract by three months after the date of expiry looking to the needs of Authority or till the new agreement is made by it for their said purpose on the same terms and conditions. M/s Singh Intelligence Security Pvt. Ltd. will be bound to provide such additional persons as and when asked for and also bound to continue the service for such extended period, on the same terms and conditions as may be stipulated by the Authority.
- b) During the duty hours, the Security Guards so provided shall keep with them, at all the times, the Identity Card issued by M/s Singh Intelligence Security Pvt. Ltd. and will show the same on demand to Inspecting Officers during the duty hours.
- c) M/s Singh Intelligence Security Pvt. Ltd. will have to provide uniform and all accessories to these Security Guards.
- d) The Security Guards provided by M/s Singh Intelligence Security Pvt. Ltd. will have to guard entire and all Authority assets, properties, lands and buildings of the Authority limits as assigned from time to time. Security & control of All Gates within the premises. Controlling of Vehicle Movement, Pedestrian Movement and Material Movement & Visitors Movement. Patrolling of the Entire campus during Night.
- e) The Security Guards provided by M/s Singh Intelligence Security Pvt. Ltd. will attend the duties assigned to them by the SEEPZ-SEZ Authority.

*[Handwritten signature]*  
4/5/10/18



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24. Payment, Leaves & Statutory Obligations:

- a) The liable rates payable to M/s Singh Intelligence Security Pvt. Ltd. for security personnel to be deployed viz. No extra amount will be paid by the SEEPZ-SEZ Authority over and above the amount calculated based on the rates quoted by M/s Singh Intelligence Security Pvt. Ltd. and accepted by the SEEPZ-SEZ Authority except when revised due to revision of Minimum Wages by GOI.
- b) M/s Singh Intelligence Security Pvt. Ltd. will be paid on monthly basis for his services. Bill shall be raised by M/s Singh Intelligence Security Pvt. Ltd. in accordance with the agreed upon rates on every 1<sup>st</sup> day of the succeeding month. Payment to M/s Singh Intelligence Security Pvt. Ltd. will be released within 30 working days from the date of acceptance of the bill (if found in order in all respect).
- c) M/s Singh Intelligence Security Pvt. Ltd. will ensure payment of wages to his personnel within the period prescribed under Labour Laws for the purpose through respective Bank Account only.
- d) M/s Singh Intelligence Security Pvt. Ltd. will follow all statutory requirements as per labour laws prevailing during the contract period and will be wholly responsible for breaking any such law. In all cases, applicable EPF & ESI, will be paid and deposited by M/s Singh Intelligence Security Pvt. Ltd. EPF, ESI. The deposit challan of previous month will be submitted with the bill of succeeding month. Service Tax deposit challan shall also be submitted every after six month and before release of PGD / Security Deposit.
- e) In case, M/s Singh Intelligence Security Pvt. Ltd. fails to comply with any statutory obligation under any labour laws, and as a result thereof the SEEPZ-SEZ Authority is put to any loss or obligation, the SEEPZ-SEZ Authority will be entitled to get itself reimbursed out of the bills or the security deposit of M/s Singh Intelligence Security Pvt. Ltd., to the extent of the loss or obligation in terms.
- f) No leave of any kind shall be sanctioned by SEEPZ-SEZ Authority to the security and other personnel. M/s Singh Intelligence Security Pvt. Ltd. will have to maintain sufficient number of leave reserves. M/s Singh Intelligence Security Pvt. Ltd. will be liable to make substitute arrangements, at his own cost, in the case of absence of the security personnel. M/s Singh Intelligence Security Pvt. Ltd. shall provided to men all the security posts and other locations as specified by SEEPZ-SEZ Authority on all days (round the clock) of a year.

*[Handwritten Signature]*  
10/10/18

25. Other Responsibilities of the Contractor:

- a) M/s Singh Intelligence Security Pvt. Ltd. will be bound by the details and documents as furnished by him to the SEEPZ-SEZ Authority while submitting the tender or at any other time. In case any of the details of such documents furnished by him, are found to be false at any stage, it would be deemed to be a breach of the terms of Contract, making him liable for punitive action, as requires to be taken.
- b) SEEPZ-SEZ Authority shall not be responsible financially or otherwise for any injury to the security personnel caused in the course of their performing the security duties, or for payment for any compensation.
- c) M/s Singh Intelligence Security Pvt. Ltd. will not be permitted to transfer or sub-contract or assign his rights and obligations under the contract to any other organization or otherwise.
- d) In case of breach of any of the terms of Agreement, the security deposit of M/s Singh Intelligence Security Pvt. Ltd. will be liable to be forfeited by the SEEPZ-SEZ Authority. In addition, the contract / agreement will also be liable to be terminated. Any sum of money due or payable by the SEEPZ-SEZ Authority including the security deposit refundable to him under the contract can be appropriated by the SEEPZ-SEZ Authority against any amount which M/s Singh Intelligence Security Pvt. Ltd. may owe to the SEEPZ-SEZ Authority.
- e) M/s Singh Intelligence Security Pvt. Ltd. shall, truly execute/perform the required services contracted to be performed by him hereunder, to the utmost satisfaction of the SEEPZ-SEZ Authority.
- f) Guards should not be deployed on double duty consecutively except under emergent situation. However, such deployment should not be a regular practice by M/s Singh Intelligence Security Pvt. Ltd.
- g) The salary of security personnel shall be paid by the agency within first seven working days of following month.
- h) Bills in duplicate shall be raised by the agency on monthly basis. Payment will be made within 30 working days subject to the receipts of correct bills with relevant complete in all respects. Bill payment will be made on the e-payment mode. M/s Singh Intelligence Security Pvt. Ltd. will submit e-RTGS forms, duly filled in and signed with office seal, every month with the bill where the payment will be remitted.

*[Handwritten Signature]*  
 15/10/12

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- i) That M/s Singh Intelligence Security Pvt. Ltd. will at his own cost, if required, take necessary insurance cover in respect of the aforesaid services rendered to SEEPZ-SEZ Authority and shall comply with the statutory provision of contract Labour (Regulation & Abolition) Act, 1970, employee state insurance act, workman's compensation act, 1923, payment of wages act, 1936, employees provident fund (and miscellaneous provisions) act, 1952, payment of bonus act, 1965, the minimum wages act, 1948, employers liability act, 1938, employment of children act, 1938 and / or any other rules / regulation and / or statutes that may be applicable to them and shall further keep the SEEPZ-SEZ Authority indemnified from all acts of omission, fault, breaches and / or any claim, demand, loss, injury and expense arising out from the no compliance of the aforesaid statutory provision. M/s Singh Intelligence Security Pvt. Ltd.'s failure to fulfill and of the obligations hereunder and / or under the said acts, rules, regulation and / or any bye-laws or rules framed under or any of these the SEEPZ-SEZ Authority will be entitled to recover any of such losses or expense which it may be have suffered or incurred on account of such claims, demands, loss or injury from M/s Singh Intelligence Security Pvt. Ltd. monthly payments.
  - j) Private Security Regulation Act 2005 will be adhered to.
  - k) All disputes arising out of or any in connection with this agreement or concerning thereto shall be deemed to have arisen in Mumbai and fall within the jurisdiction of Courts in Mumbai.
  - l) The final agreement between SEEPZ-SEZ Authority and M/s Singh Intelligence Security Pvt. Ltd. is being prepared and will be finalized within 30 days from execution of work.

26. Cancellation / Rejection / Termination / Extension of Contract:

- a) If, M/s Singh Intelligence Security Pvt. Ltd 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, SEEPZ-SEZ Authority 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, SEEPZ-SEZ Authority 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, SEEPZ-SEZ Authority in this matter shall be the final. Also if the zone Administration wishes to extend the Security Services contract, the same will be done at the same rate as approved under the tender clause.

*[Handwritten Signature]*  
10/10/18

- b) To rescind the contract, the Security Deposit of M/s Singh Intelligence Security Pvt. Ltd. will stand forfeited and be absolutely at the disposal of SEEPZ-SEZ Authority.
- c) M/s Singh Intelligence Security Pvt. Ltd. will enter into contract and the authorized signatory of both the parties will execute and sign the contract agreement.
- d) If the services of M/s Singh Intelligence Security Pvt. Ltd. are not found to be satisfactory, the SEEPZ-SEZ Authority reserves the right to terminate the contract at any time during the currency of the contract period without assigning any reasons.
- e) No receipt for any payment alleged to have been made by M/s Singh Intelligence Security Pvt. Ltd. in regard to any matter relating to tender or the contract will be valid and binding on SEEPZ-SEZ Authority unless it is signed by the Estate Manager, SEEPZ-SEZ Authority.

Yours faithfully,

*PL. Muthu*  
10/10/18

(PL. Muthu)

Assistant Development Commissioner,  
SEEPZ-SEZ

Copy to:

- 1. The Security Officer, SEEPZ-SEZ.
- 2. Billing Section, SEEPZ-SEZ Authority.

*[Signature]*  
11/10/18

*[Signature]*  
11/10/18

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

AGENDA ITEM NO. 07

a) Proposal: -

Termination of Sr. Civil Engineers and Jr. Civil Engineers appointed for SEEPZ-SEZ Authority

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

Approval for termination of the tenure of the Sr. Civil Engineers and Jr. Civil Engineers

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

Rule 9 (4) of the Authority Rules 2009.

d) Other Information: -

The proposal of extension of time and scope of work of the Sr. and Junior Civil Engineers for the day to day examination of the proposals of the Units from technical and civil angles was placed in the 34<sup>th</sup> Authority meeting held on 11.05.2018 wherein Committee approved the proposal for extension of the services of the Engineers till the finalization of the tender process. Accordingly as per the approval of the Committee the services of the Engineers were extended till the finalization and engagement of new Engineers vide letter dt. 15.06.2018.

In the meanwhile, the Authority had floated the advertisement and on receipt of the applications the same were scrutinized in accordance with the provisions contained in the GFR 2017, Rule 177 to 196 and Manual for Procurement of Consultancy and Other Services 2017. On receipt of the applications, the same were evaluated by Consultancy Evaluation Committee thus constituted and the Committee selected candidates. Accordingly the Authority has engaged the services of Civil &

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Electric Engineers purely on contract basis for a period of one year subject to the terms and conditions stipulated therein.

On engaging the newly appointed Civil & Electric Engineers on 05.10.2018, the services of the earlier Senior and Junior Engineers were terminated and communicated on 17.10.2018 and the payment was made till 10.10.2018.

e) **Recommendations :-**

The proposal of the extension of the services of the Sr. & Jr. Engineer, in terms of Rule 9 (4) of the Authority Rules 2009 and the engagement of the new Engineers is placed before the Authority for information.

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GOVERNMENT OF INDIA  
SEEPZ SEZ AUTHORITY

वणिज्य और उद्योग मंत्रालय, MINISTRY OF COMMERCE & INDUSTRY,  
अंधेरी (पूर्व), मुंबई - 400 096, ANDHERI (EAST), MUMBAI - 400096

Tel: 022-28294770/28294750, Fax: 022-28291754

E-mail: [dcseepz-mah@nic.in](mailto:dcseepz-mah@nic.in), Website: [www.seepz.gov.in](http://www.seepz.gov.in)  
\*\*\*\*\*

No. SEEPZ SEZ:EMS:ENG:597:2016-17: 25466/67 October 17, 2018

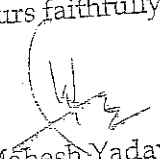
M/s. National Co-operative Construction &  
Development Federation of India Ltd.,  
3<sup>rd</sup> Floor, BFC Bldg., SEEPZ SEZ,  
Andheri (East), Mumbai- 400 096.

Sub : Extension for services of Sr. Engineer & Jr. Engineer regd....

Sir,  
Kindly refer to this office letter no. SEEPZ-SEZ:ESTATE:ENG:597:2016-17:5906 dt. 15.06.2018 on the above mentioned subject.

In this regard, it is hereby informed that the SEEPZ SEZ Authority has in-house engaged the services of the Engineers (Civil & Electric) w.e.f. 10.10.2018. Hence, the services of the existing Engineers are no longer required and stands dispensable with immediate effect.

Yours faithfully,

  
(Mahesh Yadav)  
Manger (Estate)  
SEEPZ SEZ Authority

C.C. : Billing section - You are hereby requested to clear their payment till the date of termination.

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SEEPZ SPECIAL ECONOMIC ZONE AUTHORITY  
SEEPZ SERVICE CENTRE BUILDING, SEEPZ SEZ  
ANDHERI (E), MUMBAI - 400096

No. SEEPZ-SEZ/ESTATE/ENG/597/2016-17/

5906

15.06.2018

To,

M/s. National Cooperative construction and  
Development Federation of India Limited,  
3<sup>rd</sup> Floor, BFC building,  
SEEPZ SEZ, Andheri (E)  
Mumbai - 400096.

Sub: Extension for services of Sr. Engineer & Jr. Engineer reg...

- Ref: 1) Letter No. SEEPZ-SEZ/ESTATE/ENG/597/2016-17/00545 dt. 12.01.2018
- 2) SEEPZ-SEZ/ESTATE/ENG/597/2016-17/08283 dated 29.03.2018

Sir,

Kindly refer to this office letter dated 29.03.2018 & your letter dated 19.05.2018 regarding appointment of Sr. & Jr. Engineer.

In this regard, it is to inform you that the Competent Authority has granted continuation of the services of the Sr. Engineer & Jr. Engineer till the appointment of new Senior & Junior Engineers.

Yours faithfully

(V. P. Shukla)  
Secretary/JDC  
SEEPZ-SEZ Authority

महान्वयक Chairperson 28290856

सचिव Secretary 28294770

प्रबंधक (संपदा) Manager (Estate) 28294770

र/फैक्स : 28291385 / 28291754

ई-मेल / E-mail : gcseepz-mah@nic.in

वेबसाइट / Website : www.seepz.gov.in

सीपज़ विशेष आर्थिक क्षेत्र प्राधिकरण के इतने कदम - राजधानी के लिए



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

\*\*\*\*\*

AGENDA ITEM NO. 08

a) Proposal: -

Award the contract for disposal of non-hazardous solid waste for the year 2019-20

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

Approval for awarding the contract for disposal of non-hazardous solid waste for the year 2019-20

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

Rule 9 (4) of the Authority Rules 2009.

d) Other Information:-

SEEPZ SEZ Complex is spread over 111 acres of land accommodating therein 7 Standard Design Factories, 3 Gems & Jewellery Complexes, Tower- I & II, Multistoried building and canteen facilities. Tonnes of wet and dry waste is generated on daily basis which requires efficient waste management ensuring cleanliness of the SEEPZ SEZ Complex and SEEPZ Residential Complex.

Hence, for the upkeep of the Zone the contract was awarded to M/s. Yadgaar Enterprises for Disposal of Non-Hazardous Solid Waste for the period 14.11.2017 to 23.05.2018. Subsequently extension were granted on expiry of contract, with the same terms & conditions upto till the finalization of new service provider, as per the work order No. SEEPZ-SEZ/EMS/WT/GC/67/2014-15/VOL-III/22579 dt. 14.11.2017.

The Authority had floated the advertisement through Advertized Tender Enquiry for awarding the contract for disposal of non-hazardous solid waste for the year 2019-20 and had received 02 bids. Subsequently the date of receipt of the tender bids was extended till 15.03.2019. Since no fresh bids were received

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except the old bids and as per the recommendation of the Committee, a corrigendum for extension of the date of receipt of the tender shall be opened on 15.04.2019. The details of the contract thus awarded on finalization will be intimated to the Committee in the next Authority meeting.

e) Recommendation :

The proposal for initiating the process of Tender for finalization of the contract for engagement of agency for Disposal of Non-Hazardous Solid Waste for the year 2019-20 is submitted to the Committee for consideration.

\*\*\*\*\*



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  
टेलि. / Tel. : 022-28294719 फैक्स / Fax : 28291385.  
ई-मेल / E-mail: ddcseepz-mah@nic.in. वेबसाइट / Website: www.seepz.gov.in



No. SEEPZ-SEZ/EMS/WT/GC/67/2014-15/Vol-VI/1794

Dated 26/03/2019

## CORRIGENDUM

Sub: Disposal of Non-Hazardous Solid Waste from SEEPZ-SEZ Authority,  
Andheri (East), Mumbai-96.

Attention is hereby drawn to the Tender Notice No. SEEPZ-SEZ/EMS/WT/GC/67/2014-15/Vol-VI/1794 dated 24/01/2019 published on this office website ([www.seepz.gov.in](http://www.seepz.gov.in)) as well as Central Procurement Portal ([www.eprocure.gov.in](http://www.eprocure.gov.in)) for 'Disposal of Non-Hazardous Solid Waste from SEEPZ-SEZ Authority, Andheri (East), Mumbai-96'.

In this connection, it is hereby informed that due to administrative reason, the last date for receipt of tender in respect of subject work is hereby extended up to 15/04/2019 at 14:30 hrs.

The tenders received shall be opened on 15/04/2019 at 16:00 hrs in Conference Hall, 2<sup>nd</sup> Floor, DC Office, SEEPZ-SEZ, Andheri (E), Mumbai-96.

The bidder or representative duly authorized by the bidding agency may remain present at the time of opening of the bids along with authorization letter of the concerned bidding agency.

It is also hereby clarified that the bidders, who have already submitted the bid in respect of aforementioned subject, need not to submit the bid again.

(Raju Kumar)

Assistant Development Commissioner

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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  
टेलि. / Tel. : 022-26294719 फैक्स / Fax : 26291365.  
ई-मेल / E-mail: ddcseepz-mah@nic.in, वेबसाइट / Website: www.seepz.gov.in



सं. सीपज़-सेज़/ईएमएस/डब्लूटी/जीसी/67/2014-15/वॉल्यू-V/1794

दिनांक 28/02/2019

## शुद्धिपत्र

विषय: सीपज़-सेज़ प्राधिकरण, अंधेरी (पूर्व), मुंबई - 96 से गैर खतरनाक ठोस अपशिष्ट का निपटान।

सीपज़-सेज़ प्राधिकरण, अंधेरी (पूर्व), मुंबई - 96 से गैर खतरनाक ठोस अपशिष्ट का निपटान के संबंध में सीपज़-सेज़ ([www.seepz.gov.in](http://www.seepz.gov.in)) तथा केंद्रीय खरीद पोर्टल ([www.eprocure.gov.in](http://www.eprocure.gov.in)) के आधिकारिक वेबसाइट पर प्रकाशित, दिनांक 24/01/2019 के निविदा सूचना सं. सीपज़-सेज़/ईएमएस/डब्लूटी/जीसी/67/2014-15/वॉल्यू-V/1794 की ओर इसके द्वारा ध्यान आकर्षित किया जाता है।

इस संबंध में, इसके द्वारा सूचित किया जाता है कि प्रशासनिक कारणों से उपर्युक्त कार्य के लिए निविदाओं के प्राप्त करने की अंतिम तारीख इसके द्वारा अगली अवधि अर्थात् दिनांक 15/03/2019, 14:30 बजे तक बढ़ाई जाती है।

प्राप्त की जाने वाली निविदाएँ विकास आयुक्त कार्यालय, सीपज़-सेज़ के 2रे तल पर स्थित सम्मेलन कक्ष में दिनांक 18/03/2019 को 16:00 बजे खोली जाएंगी।

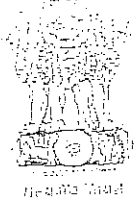
बोलीदाता अथवा बोलीदाता एजेन्सी द्वारा प्राधिकृत प्रतिनिधि संबंधित बोलीदाता एजेन्सी के प्राधिकरण-पत्र के साथ बोलियां खोले जाने के समय उपस्थित रह सकते हैं।

इसके द्वारा यह भी स्पष्ट किया जाता है कि जिन बोलीदाताओं ने अपनी बोलियां पहले ही प्रस्तुत कर दी हैं, उन्हें बोलियां पुनः प्रस्तुत करने की आवश्यकता नहीं है।

राजू

(राजू कुमार)

सहायक विकास आयुक्त



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सिखा - विभाग आर्थिक क्षेत्र अधिकारण  
अचिरी, पूर्व, मुंबई - 400 007 / SEEPZ (E) / BANGALORE - 400 006  
दूरभाष / Phone : 022-26294770 / 26294771 फॅक्स / Fax : 022-26294774  
ई-मेल / E-mail : [dcseepz-mumbai@nic.in](mailto:dcseepz-mumbai@nic.in), वेबसाईट / Web-site : [www.seepz.gov.in](http://www.seepz.gov.in)

SEEPZ-SEZ/EMS/WT/GC/67/2014-15/VOL-IV/PART FILE [30041] 16.01.2018  
42/43/44/45

To,

M/s. Yadgaar Enterprises,  
Room no. 2, Master Chawl,  
Kaline Dongar, Behind Kalina Church,  
Santaacruz (E), Mumbai- 29.

Sub: Extension of contract for disposal of non-hazardous solid waste reg...

Sir,

In continuation to this office letter no. SEEPZ-SEZ/EMS/WT/GC/67/2014-15/VOL-IV/29796 dt. 24.12.2018, we hereby convey the approval of Competent Authority for extension of validity period of the work order no. SEEPZ-SEZ/EMS/WT/GC/67/2014-15/VOL-III/22579, dated 14.11.2017 issued to you for disposal of non-hazardous solid waste, till the finalization of new service provider, under the supervision of Caretaker & subject to compliance of Customs/Security procedures and also no disturbance to other allottees.

You are also requested to remove the wet waste & debris on day to day basis during the said validity period of the contract.

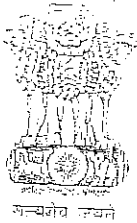
This issues with the approval of the Competent Authority.

Yours faithfully

(Raju Kumar)  
Assistant Development Commissioner  
SEEPZ-SEZ

- Copy to: 1. Specified Officer, SEEPZ-SEZ  
2. Caretaker, SEEPZ-SEZ  
3. Security section, SEEPZ-SEZ  
4. Shri. G.S. Bhandari, Assitt. SEEPZ SEZ

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संस्कृतम्

GOVERNMENT OF INDIA,  
SEEPZ SPECIAL ECONOMIC ZONE (OUTPOST),  
MUMBAI (EAST), PUNE - 400 066 / ANDHERI (EAST), MUMBAI - 400 095.  
Tel: 022-28294750 / 28294799, Fax: 022-28291754,  
E-mail : [dcseepz-mah@nic.in](mailto:dcseepz-mah@nic.in), Web-site : [www.seepz.gov.in](http://www.seepz.gov.in)

No. SEEPZ SEZ/EMS/WT/GC/67/2014-15/vol.IV | 00/71 | January 5, 2018

M/s. Yadgar Enterprises,  
Room No. 2, Master Chawl,  
Kalina Dongar, Behind Kalina Church,  
Santacruz (E),  
Mumbai -- 400029.

00/72

Sub : Disposal of Non-hazardous Solid Waste

Sir,

With reference to this office letter No. SEEPZ SEZ/EMS/WT/GC/67/2014-15/vol.III/22579, dated 14.11.2017, you are requested to remove the following material lying in stock for disposal, as per the rates, approved :

Sr. No.	Description	Rate / KG in Rs.
1	Photo Identity Card (PVC Cards)	35.10
2	Permission Letters issued for night shifts	14
3	Local Goods Gate Pass	14
4	Applications for Permanent, Temporary and vehicle gate passes	14

You shall shred the material before removal of the same out of the SEEPZ SEZ premises at your cost.

Yours faithfully,

(Mahesh Yadav)  
Estate Manager  
SEEPZ SEZ

O/C

Encl.: As above.

Copy to : The Security Officer, SEEPZ SEZ. He is advised to depute an official for supervision of work. | 00/72



सरकार भारत / GOVERNMENT OF INDIA,  
सी.ए. - विशेष अर्थिक क्षेत्र प्राधिकरण / SEEPZ SPECIAL ECONOMIC ZONE AUTHORITY,  
बंधेरी (पूर्व), मुंबई - 400 096 / ANDHERI (EAST), MUMBAI - 400 096.  
दूरभाष / Tel.: 022-28294770 / 28294799 फैक्स / Fax: 022-28291754,  
ई-मेल / E-mail : [dcseepz-mah@nic.in](mailto:dcseepz-mah@nic.in), वेबसाइट / Web-site : [www.seepz.gov.in](http://www.seepz.gov.in)



F. No. SEEPZ SEZ/EMS/WT/GC-67/2014-15/Vol.IV/21716/21715/99/24-12-2018  
808

To,  
M/s Yadgaar Enterprises,  
Room No. 2, Master Chawl,  
Kaline Dongar, Behind Kalina Church,  
Santacruz (E),  
Mumbai - 400029.

Sub: Extension of Contract for disposal of non-hazardous solid waste reg...

Sir,

In continuation to this office letter no. SEEPZ-SEZ/EMS/WT/GC/67/2014-15/VOL-IV/26613, dt 08-11-2018, approval of Competent Authority is hereby conveyed for extension of validity period of the work order no. SEEPZ-SEZ/EMS/WT/GC/67/2014-15/VOL-III /22579, dated 14.11.2017 issued to you for disposal of non-hazardous solid waste for the period upto 04-01-2019.

This permission is subject to following conditions :

1. Lifting and removal of waste material shall be undertaken under the supervision of Caretaker
2. You shall comply with Customs / Security procedures.
3. There shall be no disturbance to other allottees.

You are also requested to remove the wet waste & debris on the day to day basis during the said validity period of the said contract.

This issues with the approval of the Competent Authority.

Yours Faithfully,

(Ram Harish Chaudhary)  
Asstt. Development Commissioner  
SEEPZ-SEZ

Copy to :

1. Specified Officer, SEEPZ-SEZ
2. Caretaker, SEEPZ-SEZ
3. Security Section, SEEPZ-SEZ
4. Shri. G. S. Bhandari, Assistant SEEPZ-SEZ

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संघटन संख्या: SEEPZ-SEZ/EMS/WT/GC/67/2014-15/VOL-IV/PART FILE/26618/14/15/16/17

संज्ञक संख्या: SEEPZ-SEZ/EMS/WT/GC/67/2014-15/VOL-IV/PART FILE/26618/14/15/16/17

संज्ञक संख्या: SEEPZ-SEZ/EMS/WT/GC/67/2014-15/VOL-IV/PART FILE/26618/14/15/16/17

संज्ञक संख्या: SEEPZ-SEZ/EMS/WT/GC/67/2014-15/VOL-IV/PART FILE/26618/14/15/16/17

SEEPZ-SEZ/EMS/WT/GC/67/2014-15/VOL-IV/PART FILE/ 08.11.2018

26618/14/15/16/17

To,  
 M/s. Yadgaar Enterprises,  
 Room no. 2, Master Chawl,  
 Kaline Dongar, Behind Kalina Church,  
 Santacruz (E), Mumbai- 29.

Sub: Extension of contract for disposal of non-hazardous solid waste reg...

Sir,

In continuation to this office letter no. SEEPZ-SEZ/EMS/WT/GC/67/2014-15/VOL-IV/22391 dt. 10.09.2018, we hereby convey the approval of Competent Authority for extension of validity period of the work order no. SEEPZ-SEZ/EMS/WT/GC/67/2014-15/VOL-III/22579, dated 14.11.2017 issued to you for disposal of non-hazardous solid waste for the period upto 30.11.2018, under the supervision of Caretaker & subject to compliance of Customs/Security procedures and also no disturbance to other allottees.

You are also requested to remove the wet waste & debris on day to day basis during the said validity period of the said contract.

This issues with the approval of the Competent Authority.

Yours faithfully

(Raju Kumar)  
 Assistant Development Commissioner  
 SEEPZ-SEZ Authority

- Copy to: 1. Specified Officer, SEEPZ-SEZ  
 2. Caretaker, SEEPZ-SEZ  
 3. Security section, SEEPZ-SEZ  
 4. Shri. G.S: Bhandari, Assitt. SEEPZ SEZ





भारत सरकार / GOVERNMENT OF INDIA,  
नीका - विशेष आर्थिक क्षेत्र प्राधिकरण, SEEPZ SPECIAL ECONOMIC ZONE AUTHORITY,  
अंधेरी (पूर्व), मुंबई - 400 096 / ANDHERI (EAST), MUMBAI - 400 096.  
दूरभाष / Tel : 022-28294770 / 28294799 फ़ैक्स / Fax: 022-28291754.  
ई-मेल / E-mail : [dcseepz-mah@nic.in](mailto:dcseepz-mah@nic.in), वेबसाइट / Web-site : [www.seepz.gov.in](http://www.seepz.gov.in)

No.SEEPZ SEZ/EMS/WT/GC/67/2014-15/vol.IV/22291 September 10, 2018

M/s. Yadgaar Enterprises  
Room No. 2, Master Chawl,  
Kalina Dongar, Behind Kalina Church,  
Santacruz (E),  
Mumbai-400 029.

Sub : Extension of contract for disposal of non-hazardous solid waste -reg

Sir,

Kindly refer to your letter dated 18.08.2018 on the subject cited above.

In this regard, we hereby convey the approval of Competent Authority for extension of validity period of the work order No.SEEPZ SEZ/EMS/WT/GC/67/2014-15/vol.III, dated 14.11.2017 issued to you for *disposal of non-hazardous solid waste* for the period upto 31.10.2018, under the supervision of Caretaker and subject to compliance of Customs / Security procedures and also no disturbance to other allottees.

You are also requested to remove the wet waste & debris on day to day basis during the said validity period of the said contract.

This issues with the approval of the Competent Authority.

Yours faithfully,

(Mahesh Yadav)

Estate Manager  
SEEPZ SEZ Authority

Copy to :

1. Specified Officer, SEEPZ SEZ
2. The Estate Section (Billing Department), SEEPZ SEZ
3. Disaster Management Section, SEEPZ SEZ
4. Security Section, SEEPZ SEZ

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सीएनई विशेष आर्थिक क्षेत्र प्राधिकरण  
संयुक्त सेवा-केन्द्र भवन, सीएनई-विजापूर  
अंधरी (पूर्व), मुंबई - 400 096

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

No. SEEPZ-SEZ/EMS/WT/GC/67/2014-15/Vol-III/22579 Dated 14/11/2017

To,

M/s Yadgaar Enterprises,  
Room No. 2, Master Chawl,  
Kalina Dongar,  
Behind Kalina Church,  
Santacruz (E),  
Mumbai - 400 029

Sub: Work Order for Disposal of Non-Hazardous Solid Waste-  
reg.

Sir,

Kindly refer to your quotation dated 27/10/2017 on the subject cited  
above.

In this connection, the rates quoted by you have been approved by SEEPZ-  
SEZ Authority. The details of the same are as follows:-

Sr. No.	Description	Rate per Kg.
1	Mix Garbage	Rs. 9.60/-
2	Mix Waste	Rs. 9.60/-
3	Mix Plastic	Rs. 35.10/-
4	Cardboard/Carton	Rs. 13.00/-
5	Glass	Rs. 11.00/-
6	Wood	Rs. 10.00/-
7	LD/HD Plastic	Rs. 36.50/-
8	Metal Scrap	Rs. 27.25/-
9	Thermacol	Rs. 9.00/-
10	White Paper	Rs. 14.00/-
11	Color Paper	Rs. 15.00/-

...2/-

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

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

Terms and conditions are as follows:-

1. The period of tender is from 14<sup>th</sup> November, 2017 to 23<sup>th</sup> May, 2017 (06 months).
2. You shall deposit Rs. 5,00,000/- (Rupees Five lacs) within 3 days of awarding of contract as Security Deposit.
3. You shall also deposit Rs. 2,00,000/- (Rupees Two lacs) as Performance Security in addition to the Security Deposit.
4. Once the deposited amount of Rs. 5,00,000/- (Rupees Five lacs) is exhausted, advance shall be deposited by you for subsequent lifting of garbage.
5. VAT and TCS shall be charged extra.
6. The garbage shall be lifted to ensure that the "Kachra Kundi" remains clean. No garbage shall be accumulated near the dump area.
7. The garbage shall be lifted on every day. Compulsory minimum 02 nos. of vehicles garbage shall be lifted on daily basis, failing which a penalty of Rs. 5,000/- (Rupees five thousand) per day per vehicle will be imposed. If the garbage is not lifted for more than a week, contract shall be terminated and the bidder will be blacklisted. In that situation, tender will be given to the next highest bidder without calling any fresh quotations.
8. The existing garbage will have to be lifted within a maximum period of 15 (Fifteen) days. "AS IS WHERE IS CONDITION" from the date of issue of Work Order, The Garbage Storage Shed will be inspected on 15<sup>th</sup> day after issuance of this Work Order and if the excess garbage more than 1-2 truck is found there, the penal action will be initiated and the Security Deposit will be forfeited, tender will be cancelled and the agency will be blacklisted.
9. Timing for removal/lifting of waste will be from 10:00 AM to 5:00 PM from Monday to Friday, except Saturday, Sunday and Govt. Holidays.
10. You will be permitted to enter only along with the vehicle, without vehicle, bidder will not be permitted to enter in to the premises.
11. The bid shall be prepared by the Authority after determination of weight of garbage, as per the rate at which, the bid has been accepted. Applicable taxes on the bill will also be payable by the successful bidder.



...3/-

12. This Work Order is effective with immediate effect.

13. All terms and conditions as mentioned in the Tender Notice shall remain unchanged.

Yours faithfully,



(Mahesh Yadav)  
Estate Manager,  
SEEPZ-SEZ Authority

Copy to:  
Security Section, SEEPZ-SEZ, Mumbai ..... for necessary action.

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

\*\*\*\*\*

AGENDA ITEM NO 09

a) Proposal: -

Award the contract "Collection and Segregation of Dry/Wet Waste in SEEPZ SEZ premises for the year 2019-20.

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

Approval for awarding the contract for "Collection and Segregation of Dry/Wet Waste in SEEPZ SEZ premises for the year 2019-20.

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

Rule 9 (4) of the Authority Rules 2009.

d) Other Information: -

SEEPZ SEZ Complex is spread over 111 acres of land accommodating therein 7 Standard Design Factories, 3 Gems & Jewellery Complexes, Tower- I & II, Multistoried building and canteen facilities.

There are Tonnes of wet and dry waste generated on daily basis which requires efficient waste management ensuring cleanliness of the SEEPZ SEZ Complex and SEEPZ Residential Complex. The awarded agency are asked to collect and segregate/separate the dry waste namely Primary metal and Non-metal, Non-Metal into cardboard, paper, wood, glass and other misc. items and metal into ferrous and non-ferrous and to make it usable by using the machineries such as boiling machine, paper compressor machine, weighing machine on daily basis from the collection point and dump in the segregation area at the end of the day.

The Contract was awarded to M/s. Siddhivinayak Enterprises for execution of work of "Collection and Segregation of Dry/Wet Waste in SEEPZ SEZ premises for the year 2019-20 for the period 16.03.2018 to 14.03.2019. On expiry of the contract, the same was extended on the said terms and conditions.

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The authority is in the process of initiating the procedure of Tender for engaging the agency for Disposal of Non-Hazardous Solid Waste. The draft tender notice for the year 2019-20 was forwarded to the Engineer (Civil) for examination of the tender clause and for suggestion w.r.t additional conditions, if any.

SEEPZ Engineer has conveyed that, at present the SEEPZ Area waste inventory @ 3 MT food waste is generated and the existing plant is running under capacity. The waste from sweeping, free cutting/leaves etc is about 2.00 MT per day and suggested that this organic waste generated from tree leaves/cutting, sweeping etc may be composted and may be further used as manure for gardening inside SEEPZ area & only in-organic residue can be disposed off all side SEEPZ area, so that transportation cost is save to certain extend.

**e) Recommendation:**

The proposal for initiating the process of Tender for finalization of the contract for the year 2019-20 for Disposal of Non-Hazardous Solid Waste is submitted to the Committee for consideration.

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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  
 टेलि. / Tel. : 022-28294719 फैक्स / Fax: 28291385,  
 ई-मेल / E-mail: ddcseepz-mah@nic.in. वेबसाइट / Website: www.seepz.gov.in



No. SEEPZ-SEZ/ESTATE/SWMMV(P)/33/2016-17/06070/11/12 Dated 26.03.2019

To,  
 M/s Shri Siddhivinayak Enterprises,  
 31/A/103, Deogiri CHS Ltd.,  
 Chandivali Mhada Colony,  
 Sakinaka, Andheri (E),  
 Mumbai - 72

Sub: Extension of contract for "Collection and Segregation of Dry / Wet Waste in SEEPZ-SEZ premises for the Year 2018-19".

Sir,

Please refer Work Order dated 08/03/2019 for subject work.

In this connection, this is to inform that the existing contract for subject work has been extended till finalization of new agency or till further directions in this regard.

Other terms and conditions of the Tender Notice dated 19/02/2018 and W.O. dated 08/03/2019 remain unchanged.

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

Yours sincerely,

(Raju Kumar)

Asstt. Development Commissioner,  
 SEEPZ-SEZ

Copy to:

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

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DEPARTMENT OF ENVIRONMENT AND FORESTS  
SEEPZ-SEZ/ESTATE/SWMV(P)/33/2016-17/05871  
ANDHERI (E) MUMBAI - 400 054

No. SEEPZ-SEZ/ESTATE/SWMV(P)/33/2016-17/05871

Dated 08.03.2018

To,  
M/s Shri Siddhivinayak Enterprises,  
31/A/103, Deogiri CHS Ltd.,  
Chandivali Mhada Colony,  
Sakinaka,  
Andheri (E),  
Mumbai - 72

Sub: Work Order for execution of work of "Collection and Segregation of Dry / Wet Waste in SEEPZ-SEZ premises for the Year 2018-19".

Sir,

Please refer to your quotation for subject work.

In this connection, this is to inform you that your quotation has been approved by the Competent Authority on following rates and manpower :-

Sr. No.	Employees	Per month	Total
1	Supervisors - 02 nos. (01 for each shift)	12,353.69	24,707.38
2	Labours for Vehicle - 06 nos. (03 for each vehicle)	11,298.27	67,789.63
3	Labour for segregation work - 20 nos. (10 for each shift)	11,298.27	2,25,965.42
4	Drivers - 02 nos. (01 for each vehicle)	12,353.69	24,707.38
5	Vehicles - 02 nos. (01 for each shift)	30,000	60,000
6	Administration Charges	48,195.00	48,195.00
<b>Grand Total</b>			Rs. 4,51,364.00 per month
			Rs. 54,16,368.00 per year

Received

Mandir

08/03/18

ध्यक्ष Chairperson 28290856

सचिव Secretary 28294770

प्रबंधक (संपदा) Manager (Estate) 28294770

स / Fax : 28291385 / 28291754

ई-मेल / E-mail : dcseepz-mah@nic.in

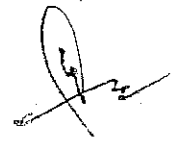
वेबसाइट / Website : www.seepz.gov.in

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



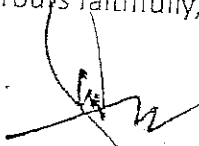
Terms & Conditions of Work Order :-

1. M/s Shri Siddhivinayak Enterprises shall deposit Rs. 50,000/- (Rupees Fifty thousand only) as Security Deposit within 05 days from issue of this Work Order.
2. M/s Shri Siddhivinayak Enterprises will collect the dry and wet waste at a specified time decided by the SEEPZ-SEZ Authority, through the vehicles owned or hired by the M/s Shri Siddhivinayak Enterprises from the units/collection points and segregate them into three categories viz. Bio-degradable, Non-biodegradable and Domestic Hazardous wastes.
3. It will be entire responsibility of M/s Shri Siddhivinayak Enterprises that the vehicle and driver will follow the punctuality of collecting the dry and wet waste from the unit/collection point.
4. M/s Shri Siddhivinayak Enterprises will deploy workers / employees from 07:00 am to 14:00 pm and 14:00 pm to 21:00 pm.
5. M/s Shri Siddhivinayak Enterprises will be fully responsible for collection and segregation of entire waste generated during the day and agency may deploy extra manpower, if required, at his cost.
6. The waste should be collected and segregated on daily basis and there should not be any waste left at collection point and in the segregation area at the end of the day. The collection point should be cleaned everyday and the waste collected on a particular day should be segregated on the day of collection.
7. If there have been any waste left at the collection point or in the segregation area without segregating the same on the day of collection, a penalty of Rs. 1,000/- (Rupees One thousand) per day will be imposed. If the waste is not lifted or segregated for more than 03 days, the contract shall be terminated and the bidder will be blacklisted. In that situation, tender will be given to the next lowest bidder without calling any fresh quotations.
8. M/s Shri Siddhivinayak Enterprises will handle the work of segregation of dry waste at the "Kachara Kundi" by separating them into (1) Primary metal and Non-Metal (2) Non-Metal into cardboard, paper, wood, glass and other misc. items and metal into ferrous and non-ferrous and to make it usable by using the machineries such as boiling machine, paper compressor machine, weighing machine either arranged or owned by M/s Shri Siddhivinayak Enterprises.
9. M/s Shri Siddhivinayak Enterprises will maintain the segregation area and should not allow entry of any unauthorized person except representative appointed by SEEPZ-SEZ Authority.
10. M/s Shri Siddhivinayak Enterprises will undertake to impart the training to the units to ensure the segregation of wet waste/canteen waste in such a manner so as to enable M/s Shri Siddhivinayak Enterprises to send the wet waste/canteen waste to the biogas plant.



11. M/s Shri Siddhivinayak Enterprises will provide the daily attendance of the workers employed for the work to the Estate Manager, SEEPZ-SEZ Authority.
12. M/s Shri Siddhivinayak Enterprises shall be ensured following, without fail :-
- Vehicles or its driver shall follow the rules and regulations of the SEEPZ-SEZ Authority and for the same, successful bidder shall also be fully responsible for the conduct of drivers.
  - Labour/workers will comply with the SEZ Rules and Regulations and guidelines provided by the SEEPZ-SEZ Authority from time to time. M/s Shri Siddhivinayak Enterprises will also be responsible for the conduct of such hired workers/labours and shall remain answerable to the SEEPZ-SEZ Authority.
  - M/s Shri Siddhivinayak Enterprises shall comply with all the statutory requirement (such as EPF, ESIC, Bonus, Minimum Wages Act etc.) required for execution of the said tender.
  - The work should be executed under proper supervision and all machinery/safety equipments for labours/workers like gloves, masks and caps should be provided at his costs.
  - The deployed workers should have valid gate passes and they should leave the premises as per the rules and regulations and guidelines provided by the SEEPZ-SEZ Authority.
13. The payment will be released on monthly basis after completion of the month and furnishing the copy of contribution challan of ESIC, EPF and Bonus etc. in respect of the employees / workers and payment of all statutory requirements.
14. M/s Shri Siddhivinayak Enterprises shall submit monthly bill latest by 3<sup>rd</sup> day of each month to the Estate Manager, SEEPZ-SEZ Authority. This office will endeavor to make the payment within 10 working days on receipt of complete bill. No advance payment will be made.
15. *This Work Order is valid from 16.03.2018 till 14.03.2019.*
16. All other conditions as mentioned in the tender notice No. SEEPZ-SEZ/ESTATE/SWMV(P)/33/2016-17/04010 dated 19.02.2018, remain same.
17. Acceptance shall be given within 02 days from issue of this Work Order.

Yours faithfully,



(Mahesh Yadav)

Estate Manager / DDC,  
SEEPZ-SEZ Authority

SEEPZ-SEI AUTHORITY  
SEEPZ SPECIAL ECONOMIC ZONE, GOVT. OF INDIA,  
MINISTRY OF COMMERCE & INDUSTRY,  
ANDHERI (EAST), MUMBAI  
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AGENDA ITEM NO 10

a) Proposal: -

Award the contract for "Operation and maintenance of 5 TPD "NISARGRUNA" Biogas Plant at SEEPZ SEZ for the year 2019-20.

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

Approval for awarding the contract for "Collection and Segregation of Dry/Wet Waste in SEEPZ SEZ premises for the year 2019-20.

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

Rule 9 (4) of the Authority Rules 2009.

d) Other Information: -

The Contract for Operation and maintenance of 5 TPD "NISARGRUNA" Biogas Plant at SEEPZ SEZ for the period of 03 years w.e.f 01.01.2016 was awarded to M/s. Aviplast.

On expiry of the said contract, the validity period of the contract was been extended for a further period till the appointment of new contractor on the said terms & conditions stipulated in the work order no. SEEPZ-SEZ/EMS/BIOGAS/25/2015-16/360 dt. 12.01.2016.

The Authority had floated the advertisement and have received applications, for which the opening of tender documents will be on 09.04.2019. The details of the contract thus awarded on finalization will be intimated to the Committee in the next Authority meeting.

e) Recommendation :-

The proposal for initiating the process of Tender for finalization of the contract for the year 2019-20 for engagement of agency for Operation and maintenance of 5 TPD "NISARGRUNA" Biogas Plant at SEEPZ SEZ is submitted to the Committee for consideration.

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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  
 टेलि. / Tel.: 022-28294770 फॅक्स / Fax: 28291385.  
 ई-मेल / E-mail: ddcseepz-mah@nic.in, वेबसाइट / Website: www.seepz.gov.in

15  
 YEARS OF  
 CELEBRATING  
 THE INDIAN  
 ECONOMY

No. SEEPZ-SEZ/EMS/BIOGAS/25/2015-16/05706

Dated 15.03.2019

### NOTICE INVITING TENDER

Sub: Operation and maintenance of 5 TPD "NISARGRUNA" Biogas Plant at SEEPZ-SEZ, Andheri (East), Mumbai.

#### 1. IMPORTANT POINTS TO NOTE:

1.1	Period of sale of tender documents	18/03/2019 to 09/04/2019 upto 14:00 hrs.. The tender documents may be downloaded from <a href="http://www.seepz.gov.in">www.seepz.gov.in</a> / <a href="http://www.eprocure.gov.in">www.eprocure.gov.in</a>
1.2	Cost of tender documents	Free of Cost.
1.3	Pre-Bid Conference	22/03/2019 at 11:30 hrs in the Conference Hall of SEEPZ Service Centre at 2 <sup>nd</sup> floor
1.4	Last date of submission of duly filled in tender documents with time (sealed condition)	09/04/2019 till 14:30 hrs.
1.5	Date & Time of opening of tender documents	09/04/2019 at 15:30 hrs. in the Conference Hall of SEEPZ Service Centre at 2 <sup>nd</sup> floor
1.6	Security Deposit/ Performance Guarantee Deposit (PGD)	10% of the total contract value.
1.7	Earnest Money Deposit (EMD)	Rs. 1,00,000/- (Rupees One Lakh only), refundable.

The SEEPZ-SEZ Authority invites sealed tenders from reputed, experienced and financially sound manufacturer or their authorized dealers / service providers for providing the services related to operation and maintenance of 5 TPD "NISARGRUNA" Biogas Plant at SEEPZ-SEZ, Andheri (East), Mumbai with their own machinery for a period of three years (extendable).

#### Scope of Work:

- Operation and maintenance of :
  - Biogas Plant for waste management in SEEPZ-SEZ.
  - Any auxiliary mechanical equipment i.e. Blower, Air Compressor, Mixer, Grinder, Lift and Balloon etc.
- The expected waste is upto 03 (Three) MT per day. The expected output of the gas should be in the range of 60 cubic mtr. per MT waste processed.
- Packing of manure generated through the plant in different capacity depending upon the requirement.
- Waste collection will be done at the plant level. However, final segregation will be done by the contractor.
- The agency shall also use dry leaves for Biogas Plant.

#### (I) PROCEDURE FOR SUBMISSION OF TENDER:


- The tender should be submitted in two bid system i.e. Technical Bid and Financial Bid.

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- (i) Technical bid should contain the documents required for technical eligibility, as per Annexure - I.
- (ii) Financial bid should contain the bid value, as per Annexure - II.
2. Both sealed envelopes (technical bid - financial bid) should be submitted together in a larger cover with mentioning at the top as "Tender for operation and maintenance of 5 TPD 'NISARGRUNA' Biogas Plant at SEEPZ-SEZ, 2018-19" addressing to "The Estate Manager, SEEPZ-SEZ Authority, Office of the Development Commissioner, Andheri (East), Mumbai - 400 096.
3. The sealed larger cover mentioned at above, will be received in this office upto 09/04/2019 p.m. till 14:30 hrs by post / courier / personally / through authorized representative or same may be dropped in "Tender Box", which is kept at the Reception Counter at ground floor of the office.
4. Tender received late, unsealed and without superscription are liable to be rejected.
5. Tender documents (technical bid) shall be duly signed along with seal of the company / agency and complete in the printed form.
6. Every correction / deletion / addition / overwriting / slip pasted shall be signed by the bidder.
7. In complete ambiguous and conditional tenders 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 rates in words as well as 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 bidder may represent themselves personally or through authorized representative, if any, at the time of opening of tender. In case of authorized representative, authority letter shall be submitted to the Tender Opening Committee at the time of opening of tender.
12. The committee may, if so desire, relax / amend one or other condition/s to determine eligibility of the bidder, without assigning any reason, thereof. Any enquiry after submission of the bid shall not be entertained.
13. The technical competence / infrastructure facilities of the Entities will be ascertained before selection.
14. The SEEPZ-SEZ Authority reserves the right to reject any or all tenders at any time / stage, without assigning any reason/s whatsoever, and the decision of the SEEPZ-SEZ Authority shall be final and binding on all the bidders.
15. Incomplete bid (technical + financial) / laps of any required documents as per Annexure - I, will be rejected and no representation in this regard will be entertained.
16. In case of withdrawal of the bid, the BMD will be forfeited.

(II) OPENING OF TENDER:

1. The Envelop - 1 (Technical Bid) will be opened at 15:30 hrs on 09/04/2019 in the Conference Hall, Office of the Development Commissioner, SEEPZ-SEZ, Andheri (East), Mumbai in the presence of the bidders and or authorized representative(s) who may like to be present before the tender opening committee, so authorized.
2. Date and time for opening of Envelop - 2 (Financial Bid) will be intimated to the successful bidders at the time of opening of Envelop - 1.

  
(Raju Kumar)  
Asstt. Development Commissioner,  
SEEPZ SEZ

DOCUMENTS TO BE SUBMITTED AS TECHNICAL BID

1. Earnest Money Deposit (EMD) of Rs. 1,00,000/- (Rupees One Lakh only) in the form of Demand Draft / Pay Order drawn from any Nationalized / Scheduled Bank in favor of "SEEPZ Special Economic Zone Authority Fund" payable at Mumbai.
2. Copy of registration with the local municipal authorities
3. Copy of PAN & GST registration certificate.
4. Name of the responsible authorized representative of the firm / agency alongwith his contact details.
5. Copies of Income Tax Return for last three preceding years.
6. Bidder should be manufacturer & supplier of Bio-Gas plant machinery with own factory situated in Mumbai.
7. Copies of authorized BARC NISARGRUNA Technology holder certificate and Original Manufacturer Certificate etc.
8. The bidders must have experience of construction of NISARGRUNA Bio Gas Plants of the capacity of 5 TPD or more, during last 03 (Three) years.
9. The bidders should have experience of atleast 02 (Two) nos. of same type of repairing work of Bio-Gas plants in last 06 years duration
10. The bidders should have at least 03 (Three) years' experience in operation and maintenance of atleast 02 (Two) nos. of NISARGRUNA Bio Gas Plant with the capacity of minimum 05 (Five) TPD or more.
11. The bidders should submit the self-certified copies of Work Orders in respect of works as mentioned at Sr. No. 8 to 10 issued by the Central Government / Central Government PSUs / Government of Maharashtra / Government of Maharashtra Autonomous Body / Reputed Private Firms.
12. Affidavit, duly notarised, on Rs. 100/- stamp paper to the effect that "the agency has not been blacklisted nor have come any adverse notice by any of the Government / Semi Government / Public Sector undertaking".
13. Bidder as well as his employees should not have any criminal background. The agency participating in the bidding process will have to submit an affidavit, duly notarised, on Rs. 100/- stamp paper, to this effect.
14. An undertaking on the letterhead of the bidder, to the effect that the bidder 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.
15. A copy of the acceptance of terms and conditions duly signed by the firm(s) in token of having understood and agreed to the same should be attached along-with the quotation, as follows :

*"I / We hereby declare that all the terms and conditions of tender document has / have been read by me / us and I / We accept all the terms and condition mentioned in the tender and shall comply with them strictly."*

Date : \_\_\_\_\_

Name & Address of tenderer  
with company seal and signature

*\*All above documents mentioned at Sr. No. 2 to 11 shall be signed with company / agency stamp. Without attesting the documents, the bid will be rejected.*

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FINANCIAL BID FORMAT

Sr. No.	Name of Work	Rate in Figures in Rupees as well as in Words
1	Repairing of the existing 5 TPD "NISARGRUNA" Biogas Plant with necessary manual excavation at the periphery of the Digester tank to find out the leakage spot. Complete removing of the slurry from digester tank and empty the digester tank to enable the further repairing process with all labour / material required for the purpose of repairing / required machinery etc. complete for satisfactory stopping the leakage	
2	Operationa and maintenance of 5 TPD "NISARGRUNA" Biogas Plant at SEEPZ SEZ, Andheri (E), Mumbai	

*\*Rate should be quoted inclusive of all expenses and exclusive of GST.*

Following details must be contained in the Financial Bid:

1. Manpower and equipment details which will be deployed in operation.
2. Estimated charges separately for Sr. No. 1.
3. Duration of normal working hours.
4. Extra charges per hour, in case the waste is more than 03 (Three) MT and plant need to be run after the normal hours.



OTHER TERMS AND CONDITIONS

1. The successful bidder shall provide a detailed operation and maintenance manual.
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. Civil maintenance of the plant shall be carried out by SEEPZ-SEZ Authority. Any defect in the operation of Biogas Plant shall be immediately brought to the attention of the SEEPZ-SEZ Authority.
4. Before feeding the waste into the plant, the successful bidder shall ensure second level of segregation of wet waste / canteen waste in such a manner to send the wet waste / canteen waste to the Biogas Plant, set up by the SEEPZ-SEZ Authority.
5. In case, any un-segregated waste is found, the same shall be immediately brought to the attention of the SEEPZ-SEZ Authority.
6. The successful bidder shall finish the entire waste before the end of the day.
7. Gas supply will start from 07:00 a.m. and the same will be closed by 08:00 p.m.
8. The successful bidder shall complete the work on daily basis, failing which the penalty of Rs. 1000/- for a day shall be imposed.
9. The successful bidder shall 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.
10. The successful bidder shall ensure to keep the surrounding of the plant neat and tidy in accordance with the guidelines provided by SEEPZ-SEZ Authority to meet the requirement of "Swatchh Bharat Abhiyan" campaign. Necessary measures shall be taken to avoid foul smell in the surroundings.
11. The successful bidder shall keep First Aid Kit at site.
12. The SEEPZ-SEZ Authority shall not be responsible for payment of wages and / or any other emoluments to the workers / employees of the successful bidder, so deployed. The successful bidder shall at all time keep the authority indemnified against any claim from its workers / employees in this regard. The successful bidder be solely responsible for making statutory compliances with Govt. in respect of deployed manpower by them in work.
13. Any loss / damage sustained to the SEEPZ-SEZ Authority due to any act or omission on the part of the successful bidder or his workers / employees, will have to be made good to the SEEPZ-SEZ Authority by the successful bidder.
14. The successful bidder and his workers / employees shall comply with all the statutory rules and regulations including the Labour Laws and the guidelines issued by the SEEPZ-SEZ Authority from time to time and further ensure that they will have the valid gate passes and to maintain the discipline during the working hours.
15. In case, any dispute in technical nature, BARC advise shall be taken in the matter.
16. Billing - The payment shall be made by the SEEPZ-SEZ Authority on monthly basis.
17. 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.
18. The successfully bidder shall have to submit the acceptance of terms & conditions stipulated herein alongwith the Security Deposit @ 10% of the contract value within 07 working days from the date of award of contract by way of Demand Draft / Pay Order drawn in favor of SEEPZ SEZ Authority Fund payable at Mumbai.
19. The EMD submitted by the successful bidder shall be released after compliance of condition no. 17 mentioned above.
20. Non-compliance to condition no. 17 shall result into cancellation of work order and shall also result into forfeiture of EMD of the successful bidder.
21. The successful bidder shall enter into contract and the authorized signatory shall execute and sign the contract agreement.
22. If the services of the successful bidder are not found to be satisfactory, the SEEPZ-SEZ Authority reserves the right to terminate the contract at any time during the currency of the contract period without assigning any reason.

23. On termination or cancellation of contract, the successful bidder shall 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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SEEPZ-SEZ AUTHORITY  
SEEPZ SPECIAL ECONOMIC ZONE, GOVT. OF INDIA,  
MINISTRY OF COMMERCE & INDUSTRY,  
ANDHERI (EAST), MUMBAI

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AGENDA ITEM NO. \\\

a) **Proposal: -**

Award the contract for "hiring services for the Chartered Accountant firm in SEEPZ SEZ Authority for 2019-20.

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

Approval for awarding the contract for hiring of services of the Chartered Accountant firm in SEEPZ SEZ Authority for 2019-20.

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

**Rule 6 (iii) of the Authority Rules 2009.**

d) **Other Information: -**

The Contract was awarded to M/s. R. Devendra Kumar & Associates for hiring of services from the recognized Accountancy/ Chartered Accountant firm in SEEPZ SEZ Authority for the period of 01 year w.e.f 14.12.2015. Subsequent extension were granted on expiry of contract, with the said terms & conditions till the finalization of new service provider, as per the work order No. SEEPZ-SEZ/EMS/GC/ACA/31/2015-16/8955 dt. 14.12.2015.

The SEEPZ SEZ Authority had published NIT dt. 22.05.2018 for the subject work. However the office had received only 3 tenders and the same was withdrawn.

Subsequently Authority had published the NIT on 09.08.2018 for hiring the services of the Chartered Accountant firm in SEEPZ SEZ Authority for the year 2018-19. The tenders were received in response to the said NIT and the same were scrutinized by the Tender Committee.

However, it was observed by the Committee that only one agency i.e M/s. R. Devendra Kumar has fulfilled the eligibility criteria stipulated by the SEEPZ SEZ Authority and therefore Committee recommended for re-tendering. Accordingly the NIT dt. 09.08.2018 was withdrawn.

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At present before re-tendering process, the revised Draft Tender Notice has been forwarded to Legal Section for further amendment, if any in the said terms and conditions/clause.

On finalization and publishing the tender and completion/finalization of the tender process, the details of the contract thus awarded will be intimated to the Committee in the next Authority meeting.

**e) Recommendation :-**

The proposal for initiating the process of Tender for finalization of the contract for the year 2019-20 for engagement of agency for hiring the services of the Chartered Accountant Firm is submitted to the Committee for consideration.

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सत्यमेव जयते

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  
टेलि / Tel.: 022-28294770 फैक्स / Fax: 28291754.  
ई-मेल / E-mail: ddcseepz-mah@nic.in. वेबसाइट / Website: www.seepz.gov.in

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No. SEEPZ-SEZ/EMS/ESTATE/CAF/120/2018-19/ 20 375

Date: 09.08.2018

Sub: Hiring services from the Chartered Accountant Firm in SEEPZ-SEZ Authority for F.Y. 2018-19.

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 2018-19.

1. IMPORTANT POINTS TO NOTE:

1.1	Pre-bid conference	17/08/2018 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 <u>Annexure-C</u>
1.3	Evaluation and Selection	As per <u>Annexure - D</u>
1.4	Estimated cost involved for providing service per year	Rs. 38.00 lakh
1.5	Period of sale of tender document	08/08/2018 to 28/08/2018 up to 12:00 hrs. and the tender documents may be downloaded from <a href="http://www.seepz.gov.in">www.seepz.gov.in</a> and <a href="http://www.eprocure.gov.in">www.eprocure.gov.in</a>
1.6	Cost of tender documents	Free of Cost
1.7	Last Date of submission of duly filled - - in tender document with time (sealed condition)	28/08/2018 up to 14.00 hrs.
1.8	Date & Time of opening of tender document	28/08/2018 at 15.30 Hrs at the Estate Manager Office, SEEPZ-SEZ Authority.
1.9	Security Deposit/ Performance Guaranty Deposit (PGD)	10% of the Contract value.
1.10	EMD / Bid Security	Rs. 2,50,000/-

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(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 FOR SEEPZ-SEZ AUTHORITY for F.Y. 2018-19" 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 14.00 hrs. on 28/08/2018, 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.
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. 2,50,000/- (Rupees Two Lac Fifty 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, 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 15.30 hrs. on 28/08/2018, 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'.

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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. 2,50,000/- (Rupees Two Lakh Fifty 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*.
2. The applicant must be a Chartered Accountant Firm (partnership) having 2 Chartered Accountant employees as on 31.07.2018.
3. The firm should be in practice for more than 10 years.
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. Average turnover of the firm is not less than Rs. 50.00 lakhs for financial year 2015-16, 2016-17 & 2017-18.
7. The firm should have sound knowledge of IT software.
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. Copy of work order needs to be enclosed as proof of experience.
9. Copy of PAN, GST, Income Tax Returns of the firm for last three years.
10. The firm should be registered with RBI and mentioned UCN Number.
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.

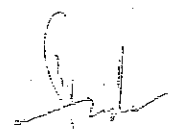


Name and qualification of the personnel deployed needs to be informed to the Authority in beginning of the assignment and they shall not be changed without the prior permission of the Authority. The work shall be supervised by the senior partner of the firm on day to day basis. Partner needs to attend 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 carryout the assigned work.

  
 (Mahesh Yadav)  
 Estate Manager  
 SEEPZ-SEZ Authority

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## 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 regarding query resolution, with C & AG officials, Internal auditor, tax auditor with respect to data required from accounts;
20. Drafting of C & AG Para replies & 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 30<sup>th</sup> 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.

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: 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 applicant shall provide the required manpower and its full particulars including the names and address.
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 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.
6. 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.
7. 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.
8. 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.
9. Payment to the successful applicant shall be made on monthly basis on submission of bill and on rendering satisfactory service to the Authority.

10. 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.
11. 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.
12. 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.
13. 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.
14. 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.
15. 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.
16. 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.
17. 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.

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## ANNEXURE - A

## APPLICATION FOR PROVIDING SERVICES OF CHARTERED ACCOUNTANT FIRM / COMPANY IN SEEPZ-SEZ AUTHORITY FOR F.Y. 2018-19.

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 31.07.2018
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. 50.00 lakh of the Firm for FY 2015-16, 2016-17 & 2017-18.	
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 As per Annexure B  
along with name, qualification and  
experience.

*(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:



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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:





## ANNEXURE - C

## ELIGIBILITY CRITERIA

Sr No.	Eligibility Criteria	Particulars	Page No.
1	Earnest Money Deposit (EMD) for Rs. 2,50,000/- (Two Lac Fifty 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.	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 31.07.2018.	No. of Partners: No. of CA Employees: Attach copy of certificate downloaded from ICAI website duly certified as on 31.07.2018	
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 31.07.2018	
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 31.07.2018	
5	The firm is empaneled with C&AG of India.	Attach C&AG Registration letter	
6	Average turnover of the firm not less than 50.00 lakhs for financial year 2015-16, 2016-17 & 2017-18.	Gross receipts for FY 2015-16, 2016-17 & 2017-18: Attach Audited CA Certified financial statements of the	

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Firm for FY 2015-16, 2016-17 & 2017-18

7	The firm should have sound knowledge of IT software.	Name partners:	
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 be Grade-I, as suggested 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	As per Annexure - B	

	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.	Bank details of firm	Attach copy of cancelled cheque	
13.	Self declaration of 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.	Attach self declaration	
14.	An affidavit duly notarized stating that the firm (partnership) has not been blacklisted nor come any adverse notice by any office of Govt./semi-Govt./Public sector Undertaking.	Attach affidavit	
15.	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.	Attach undertaking	

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We hereby certify that we are eligible for the above work and understood all the terms and conditions mentioned in the tender.

Signature of the Authorised signatory

Name:

Designation:

Name of the Firm:

Address of the Firm:

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ANNEXURE - D

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 (Annexure - C).

Two-stage procedure shall be adopted in evaluating the proposals. The selection will be done using Quality cum Cost Based Selection (QCBS) process. 50% weightage would be given to the Technical Evaluation and 50% weightage 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:

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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) 
$$\text{Total points} = \{0.5 \times T(s)\} + \{0.5 \times 100 \times \text{LEC} / \text{EC}\}$$
, 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: H3

B: 90 points: H2

C: 90.5 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 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. 50.00 lakh in F.Y. 2015-16, 2016-17 & 2017-18.	Balance sheet of the company / CA certified certificate showing the average turnover of Rs. 50.00 lakh during F.Y. 2015-16, 2016-17 & 2017-18.	Turnover	Marks
			50 - 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

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4	Evaluation and Action plan for (i) Assessment based on the plan on following-	(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.*



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ANNEXURE - E

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:





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  
टेलि / Tel.: 022-28294770 फैक्स / Fax: 28291754,  
ई-मेल / E-mail: ddseepz-mah@nic.in, वेबसाइट / Website: www.seepz.gov.in

No. SEEPZ-SEZ/EMS/ESTATE/CAF/197/2017-18/13207

Date: 22.05.2018

Sub: Hiring of services from the Chartered Accountant / Company Secretaries Firm in SEEPZ-SEZ Authority for F.Y. 2018-19.

The SEEPZ-SEZ Authority, an autonomous body under Ministry of Commerce and Industry, Government of India invites sealed quotations from reputed Chartered Accountant / Company Secretaries Firm for Book Keeping & Accounting and billing work as per the scope for financial year 2018-19.

(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 stated in sub-paragraph III. Envelope 2- superscribed "Financial Quotation" should contain the documents value as stated in sub-paragraph IV.
2.	Both sealed envelopes should be submitted together in larger cover superscribed as "SEEPZ SEZ QUOTATION FOR HIRING OF SERVICES FROM THE CHARTERED ACCOUNTANT / COMPANY SECRETARIES FIRM IN SEEPZ-SEZ AUTHORITY for F.Y. 2018-19" 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 18.06.2018, 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.

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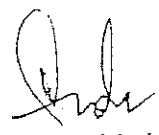
4.	Quotations received late, unsealed and without superscription are liable to be rejected.
5.	The quotations shall be duly signed with seal and complete in the printed form.
6.	Every page of the Quotation, including the supporting documents etc. shall be duly signed in the bottom at left hand corner;
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 / proprietor 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. 2,50,000/- (Rupees Two Lac Fifty 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. <u>Cash payment, cheque and other mode of payment shall not be accepted.</u>
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.	<i>In case of the withdrawal of the Quotation, the EMD will be forfeited.</i>
(II)		<u>OPENING OF QUOTATION</u>
	1.	The ENVELOPE 1 superscribed "Technical Quotation" will be opened at 16.00 hrs. on <u>18.062018</u> , 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)		<u>CRITERIA FOR PRE-QUALIFICATION ON THE BASIS OF THE TECHNICAL QUOTATION (ANNEXURE - C):</u>
		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:

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1.	Earnest Money Deposit (EMD) for Rs. 2,50,000/- (Rupees Two Lakh Fifty 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.
2.	The applicant must be a Chartered Accountant / Company Secretaries Firm (partnership / proprietorship) having <u>2 Chartered Accountant employees</u> as on 31.03.2018.
3.	The firm should be in practice for more than 10 years.
4.	The firm must have office in Mumbai or sub-urban district as per CA Institute / ICSI record.
5.	The firm is empaneled with C&AG of India and provide the registration number.
6.	Turnover of the firm is <u>not less than Rs. 25.00 lakhs for financial year 2016-17 &amp; 2017-18.</u>
7.	The firm should have sound knowledge of IT software.
8.	The applicant firm must have sound knowledge and experience of Book Keeping & Accountancy in Central / State Government undertaking. The firm must have minimum 5 years' experience during last 10 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.
9.	Copy of PAN, GST, Income Tax Returns of the firm for last three years.
10.	The firm should be registered with RBI and mentioned UCN Number.
11.	2 Chartered Accountant / Company Secretaries 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 / proprietor of the firm on day to day basis. Partner / Proprietor needs to attend various meetings as and when called for.
12.	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.

	13.	An undertaking stating that the firm / 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)		<u>FINANCIAL QUOTATION:</u>
	1.	ENVELOPE 2 superscribed "Financial Quotation" should contain the Quotation Value in words and rupees as per <u>ANNEXURE - D</u> .
	2.	All stationery, consumables, manpower i.e. Helpers etc., Photocopy, Printing, Binding charges incurs during the contract period.
	3.	The successful bidders shall be provided only space and computers to print / carryout the assigned work.



(Mahesh Yadav)  
Estate Manager  
SEEPZ-SEZ Authority

312.7

## 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 regarding query resolution with C & AG officials, Internal auditor, tax auditor with respect to data required from accounts;
20. Drafting of C & AG Para replies & 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 30<sup>th</sup> 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.
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.

3/10/10  
: 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 Applicant shall provide the required manpower and its full particulars including the names and address.
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 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.
6. 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.
7. 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.
8. 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.
9. Payment to the Successful Applicant shall be made on monthly basis on submission of bill and on rendering satisfactory service to the Authority.



10. 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.
11. 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.
12. 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.
13. EMD of the Successful Applicant will refund after receipt of Performance Security @ Rs. 5.00 lakhs, for the contract period. 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.
14. 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.
15. 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.
16. 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.
17. 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.



309/18

ANNEXURE - A

APPLICATION FOR HIRING OF SERVICES FROM THE CHARTERED ACCOUNTANT / COMPANY SECRETARIES FIRM IN SEEPZ-SEZ AUTHORITY FOR THE YEAR 2018-19.

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 / Company Secretaries	Name of the partners and CA / ICSI employees as on 01.01.2018
11	Branches of CA / ICSI firm, if any	
12	Bank details	
13	EMD details	DD no. Name of the Bank Amount
14	Turnover of the Firm for FY 2016-17 & 2017-18	
15	Details of income tax paid during last 3 years	
16	Experience of minimum 5 years' during last 10 years of book keeping & accountancy in Central Government / Government of	Work order or letter of engagement in the name of the firm be submitted year wise

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	Maharashtra / Government of Maharashtra Autonomous Body.	
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:



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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:



305107  
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ANNEXURE - C

APPLICATION FOR HIRING OF SERVICES FROM THE CHARTERED ACCOUNTANT / COMPANY SECRETARIES FIRM IN SEEPZ-SEZ AUTHORITY

ELIGIBILITY CRITERIA

Sr No.	Eligibility Criteria	Particulars	Page No.
1	Earnest Money Deposit (EMD) for Rs. 2,50,000/- (Two Lac Fifty 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.	DD no. Name of the Bank Amount	On top of the technical quotation
2	The applicant must be a Chartered Accountant / Company Secretaries Firm having 2 Chartered Accountant / Company Secretaries employees as on 31.03.2018.	No. of Partners: No. of CA / CS Employees: Attach copy of certificate downloaded from ICAI / ICSI website duly certified as on 31.03.2018	
3	The firm should be in practice for more than 10 years.	Date of establishment: Attach copy of certificate downloaded from ICAI / ICSI website duly certified as on 31.03.2018	
4	The firm must have head office in Mumbai or sub-urban district as per CA / CS Institute record.	Head Office address: Attach copy of certificate downloaded from ICAI / ICSI website duly certified as on 31.03.2018	
5	The firm is empaneled with C&AG of India.	Attach C&AG Registration letter	

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6	Turnover of the firm not less than 25.00 lakhs for financial year 2016-17 & 2017-18.	Gross receipts for FY 2016-17 & 2017-18: Attach Audited CA / CS Certified financial statements of the firm for FY 2016-17 & 2017-18
7	The firm should have sound knowledge of IT software.	Name partners/proprietor: (Attach Certificate / Undertaking)
8	The applicant firm must have sound knowledge and experience of Book Keeping & Accountancy in Central / State Government undertaking having revenue turnover of more than 50 crores. The firm must have minimum 5 years' experience during last 10 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.	Name of entity, experience, revenue turnover & year : Work order or letter of engagement in the name of the firm be submitted year wise
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 / Company Secretaries 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 / proprietor of the firm on day to day basis. Partner / Proprietor needs to attend various meetings as and when called for.	As per Annexure - B	
12.	Bank details of firm	Attach copy of cancelled cheque	
13.	Self declaration of acceptance of terms and conditions duly signed by partner/proprietor in token of having understood and agreed to the same should be attached along with the technical bid.	Attach self declaration	
14.	An affidavit duly notarized stating that the firm (partnership/proprietorship) has not been blacklisted nor come any adverse		

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notice by any office of Govt./semi-Govt./Public sector Undertaking.		
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We hereby certify that we are eligible for the above work and understood all the terms and conditions mentioned in the tender.

Signature of the Authorised signatory

Name:

Designation:

Name of the Firm:

Address of the Firm:



ANNEXURE - D

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 and inclusive of GST. 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.

\* CA partners / CA / CS 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:



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SEEPZ SPECIAL ECONOMIC ZONE AUTHORITY,  
GOVERNMENT OF INDIA,  
MINISTRY OF COMMERCE AND INDUSTRY,  
ANDHERI (E), MUMBAI - 400 096.  
Tel: 28294770, Fax: 28291754  
E-mail: dcseepz-mah@nic.in, Website: www.seepz.org.in  
\*\*\*\*\*

File No. SEEPZ-SEZ/EMS/GC/RDK/48/2017-18/Payment File/2-1421 27.08.2018

To,

M/s. R. Devendra Kumar & Associates,  
205, Blue Rose Industrial Estate,  
Western Express Highway,  
Borivali East,  
Mumbai - 400066.

Sub: Extension of Services of Chartered Accountant firm for Book Keeping and  
Billing Services reg...

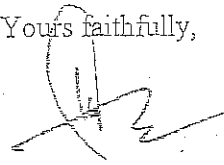
Sir,

In continuation of the office Letter No. SEEPZ-SEZ/EMS/GC/RDK/48/2017-18/Payment File/14573 dated 31.05.2018, we write to inform you that, the validity of work order dated 14.12.2015 has been extended for a further period upto 31.08.2018 or till the appointment of new Chartered Accountant firm for the year 2018-19, whichever is later.

The other terms & conditions mentioned in the work order no. SEEPZ-SEZ/EMS/GC/ACA/31/2015-16/18955 dated 14.12.2015 (Billing Services) and Work No. SEEPZ-SEZ/EMS/CA/03/2015-16/13649 dated 01.06.2016 (Book Keeping) remains unchanged.

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

Yours faithfully,



(Mahesh Yadav)  
Estate Manager/DDC,  
SEEPZ-SEZ Authority

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मौख विदेश आर्थिक क्षेत्र प्राधिकरण  
सेपिज सेवा-केंद्र भवन, लीफा-वेस्ट  
अंधेरी (पू), मुंबई - 400 096.

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

File No. SEEPZ-SEZ/EMS/GC/RDK/48/2017-18/Payment File/14573 31<sup>st</sup> May, 2018

To,  
M/s. R. Devendra Kumar & Associates,  
205, Blue Rose Industrial Estate,  
Western Express Highway,  
Borivali East,  
Mumbai - 400066

Sub: Appointment of Chartered Accountant firm for Book Keeping and Billing Services of SEEPZ-SEZ Authority.

Sir,

In continuation of the office Letter No. SEEPZ-SEZ/EMS/CA/03/2016-17/09108 dated 10.04.2018, we write to inform you that Competent Authority has approved the extension of your services for a further period of 2 months or till the finalization of the tender whichever is earlier for Book Keeping and Billing Services.

The other terms & conditions mentioned in the work order no. SEEPZ-SEZ/EMS/GC/ACA/31/2015-16/18955 dated 14.12.2015 (Billing Services) and Work No. SEEPZ-SEZ/EMS/CA/03/2015-16/13649 dated 01.06.2016 (Book Keeping) remains unchanged.

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

Yours faithfully,

(Mahesh Yadav)  
Estate Manager/DDC,  
SEEPZ-SEZ Authority

SEEPZ Chairperson 28290556

सचिव Secretary 28224773


अंशक (सेवा) Manager (Estate) 28394777

फोन No. 2829 055 2822 4773

ई-मेल E-mail : joseph-mah@seepz.com

वेबसाइट Website : www.seepz.gov.in

मौख विदेश आर्थिक क्षेत्र प्राधिकरण से बहने वाले - राज-राज के लिए

 सत्यमेव जयते	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
	टेल / Tel: 022-28294770 फैक्स / Fax: 28291754
	ई-मेल / E-mail: emseepz-mah@nic.in, वेबसाइट / Website: www.seepz.gov.in

- F.No. SEEPZ-SEZ/EMS/CA/03/2016-17 / 09108

Dated: 10.4.2018

M/s R Devendra Kumar & Associates  
Chartered Accountants  
SEEPZ-SEZ, Andheri(E)  
Mumbai-400096

Sub: Issue of Rent Bills - reg.

Sir,

Please refer to your letter dated 29.3.2018 on the above subject.

The reply of this office on the issues raised in the above said letter is as follows:-

Sl. No.	Issues raised by CA	Reply of this office
a.	Whether service charges are to be revised since there was a usual practice of reviewing service charges every year based on actual expenditure incurred on user charges in the preceding year. No such communication of revision in service charges has been received from Estate Section.	The increase in service charges has not yet been decided by the Authority. Therefore the existing service charges will remain unchanged till the fixation of new charges by the Authority.  The Rent bill may be generated as per existing charges.
b.	Period for which rent bills are to be issued (Quarterly/half yearly/yearly)	The rent bill may be issued on half yearly basis.
c.	Due date of payment of rent bills	The unit shall pay the rent charges within 30 days from the date of receipt of bill.

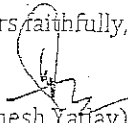
Contd.....2/-

10/4/18

It is also to inform you that the Competent Authority has extended the contract period for two months i.e. upto 31.05.2019.

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

Yours faithfully,



(Mahesh Yadav)  
Estate Manager,  
SEEPZ-SEZ



सत्यमेव जयते

सीपज़ विशेष आर्थिक क्षेत्र प्राधिकरण  
सीपज़ सेवा-केंद्र भवन, सीपज़-दिआक्ष  
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/RDK/48/2017-18 / 19359 19<sup>th</sup> September, 2017

To,  
M/s. R. Devendra Kumar & Associates  
205, Blue rose Industrial Estate,  
Western Express Highway,  
Borivali (E)  
Mumbai 400066.

Sub: Appointment of Chartered Account firm for the Services of Billing of  
SEEPZ SEZ Authority

Sir,

Kindly refer to the work order no. SEEPZ-SEZ/ EMS/ GC/ ACA/ 31/  
2015-16/ 18955 dated 14.12.2015 (Copy enclosed).

In this connection, we write to inform you that your Contract has  
extended from 14.12.2016 to 31.03.2018 with the same scope of work,  
same terms & conditions as per previous order with Same Cost.

Yours faithfully,

(Mahesh Yadav)  
Estate Manager/DDC,  
SEEPZ-SEZ Authority

Received on 25.9.17  
Amto

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

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





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सीपज़ विशेष आर्थिक क्षेत्र प्राधिकरण  
सीपज़ सेवा-केंद्र भवन, सीपज़-विआर  
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/RDK/48/2017-18/19358 19<sup>th</sup> September, 2017

To,  
M/s. R. Devendra Kumar & Associates  
205, Blue rose Industrial Estate,  
Western Express Highway,  
Borivali (E)  
Mumbai 400066.

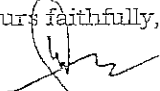
Sub: Appointment of Chartered Accountant firm for Book Keeping of  
SEEPZ SEZ Authority for the F.Y. 2017-18

Sir,

Kindly refer to the work order no. SEEPZ-SEZ/EMS/CA/03/2015-16/13649 dated 1.06.2016 (Copy enclosed).

In this connection, we write to inform you that your Contract has extended from 1.04.2017 to 31.03.2018 with the same scope of work, same terms & conditions as per previous order with Same Cost.

Yours faithfully,

  
(Mahesh Yadav)  
Estate Manager/DDC,  
SEEPZ-SEZ Authority

Received on 25-9-17  
[Signature]

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

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



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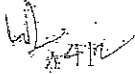
17

Terms and Conditions:

- 1) The charges shall be Rs. 1,10,500/- per month (One Lacs Ten Thousand Five Hundred per month only) which shall be released after deducting applicable TDS.
- 2) You shall be required to attend meeting of the Development Commissioner's office or any other meeting as may be intimated to you.
- 3) You shall deploy not less than 4 Semi-Qualified employees and 1 Chartered Accountant to attend the scope of work.
- 4) The contract shall be for a period of One year and will be effective immediately on your acceptance of terms & conditions set out in this letter.
- 5) You shall abide by the other conditions as stipulated in the tender notice.

Copy enclosed.  
You are requested to confirm your acceptance on or before 17th December 2015.

Yours faithfully,



(V.P. Shankla)  
Deputy Development Commissioner  
SEEPZ-SEZ

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

\*\*\*\*\*

AGENDA ITEM NO. 12

a) **Proposal: -**

Awarding the contract for "one time removal and disposal of Septic Tank waste from SEEPZ SEZ.

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

Approval for awarding the contract for "one time removal and disposal of Septic Tank waste from SEEPZ SEZ.

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

**Rule 9 (4) of the Authority Rules 2009.**

d) **Other Information: -**

The last removal of septic tank waste was carried out in September, 2010. Then after no tender has been published or floated for removal of septic tank waste from SEEPZ premises by the Authority.

Further SEEPZ SEZ Authority has decided to request Govt. MINT to carry out the test of septic tank waste, so that the tender for removal of septic tank waste from SEEPZ premises may be floated. The matter was examined, that as per the proposed methods of sampling through Govt. MINT is also not feasible for this type of tender, hence, it was proposed that tender process may be adopted for removal of septic tank from SEEPZ premises. Accordingly sample was drawn and forwarded to MINT for analysis/assaying purpose and analysis report was obtained.

On examination the draft Tender Notice was prepared as per the CVC guidelines dt. 05.07.2007 incorporating all the clause. However in the meanwhile a report was also called for from our Civil Engineer. The Civil Engineer has requested to obtain the detailed drawings of the Septic tank and the details of the RCC structure

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However the matter was re-examined and before tendering certain aspects need to be examined relating to quantify the waste material, get the sample tested from MINT and call for report, fix the reserve price before disposal of septic tank etc. The said details of the contract thus awarded on finalization will be intimated to the Committee in the next Authority meeting.

**e) Recommendation :**

The proposal for initiating the process of Tender for finalization of the contract for one time removal and disposal of septic tank from SEEPZ SEZ is submitted to the Committee for consideration.

\*\*\*\*\*

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

\*\*\*\*\*

AGENDA ITEM NO. 13

a) **Proposal: -**

Awarding the contract for "Removal and disposal of gutter waste for the year 2019-20 from SEEPZ SEZ".

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

Approval for awarding the contract for "Removal and disposal of gutter waste for the year 2019-20 from SEEPZ SEZ".

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

**Rule 9 (4) of the Authority Rules 2009.**

d) **Other Information: -**

The Contract was awarded to M/s. Lucky Trading Co. for removal and disposal of gutter waste on "as is where is condition" for the year 2017-18 vide order dt. 30.06.2017. Subsequent extension were granted on expiry of contract, with the said terms & conditions for the period 30.06.2018 vide letter dt. 10.04.2018.

Further extension was granted for the period upto 31.07.2018 vide letter dt. 04.07.2018 on the said terms and conditions of the work order dt. 30.06.2017

The Authority had prepared the draft Notice Inviting Tender on "as is where is condition" for the year 2019-20 and the same has been referred to Legal Consultant for vetting the terms and conditions.

The Authority has also empanelled 3 agencies for disposal of sludge through septic tank/gutter waste etc. viz. M/s. Lucky Trading, Quadri Enterprise and M/s. Prime Toll & Metal Recoveries Pvt. Ltd. along with the empanelment of E-waste.

On finalization and publishing the tender and completion/finalization of the tender process, the details of the contract thus awarded will be intimated to the Committee in the next Authority meeting.

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e) Recommendation :

The proposal for initiating the process of Tender for finalization of the contract for Removal and disposal of gutter waste for the year 2019-20 from SEEPZ SEZ is submitted to the Committee for consideration.

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

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No. SEEPZ-SEZ/EMS/GC/449/2016-17/Vol-1/17-18/30/55/36 Dated 03/07/2018

37/38/33

To,  
M/s Lucky Trading Co.,  
Shop No. 4, Hissa No. 1,  
Mohili Village, Kahirani Road,  
Zahoor Nagar, Salma Market,  
Sakinaka,  
Mumbai - 72

Sub: Extension of existing contract of removal and disposal of Gutter  
Waste from SEEPZ-SEZ Campus and SEEPZ-SEZ Residential  
Complex (Govt. Quarters) - reg.

Sir,

With reference to the above mentioned subject, this is to inform that the  
Competent Authority has granted further one month extension i.e. up to 31/07/2018 for  
the subject work.

Please acknowledge the same within 03 working days from receipt of this letter.

All other terms and conditions stipulated in the Work Order No. SEEPZ-  
SEZ/ESTATE/GCA/449/2016-17/12959 dated 30/06/2017 remains unchanged.

Yours faithfully,

(Mahesh Yadav)  
Estate Manager,  
SEEPZ-SEZ Authority

Copy to:

1. Estate Section, SEEPZ-SEZ
2. Customs Section, SEEPZ-SEZ
3. Security Section, SEEPZ-SEZ
4. Disaster Management Section, SEEPZ-SEZ
5. DCO, SEEPZ-SEZ
6. JDCO, SEEPZ-SEZ

o/c



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भारत सरकार / GOVERNMENT OF INDIA  
सी.पी.ए. - विशेष आर्थिक क्षेत्र प्राधिकरण / SEEPZ SPECIAL ECONOMIC ZONE AUTHORITY,  
अंधेरी (पूर्व), मुंबई - 400 096 / ANDHERI (EAST), MUMBAI - 400 096.  
दूरभाष / Tel : 022-26294770, 26294799 फॅक्स / Fax: 022-26291754  
ई-मेल / E-mail : [dcseepz-mah@nic.in](mailto:dcseepz-mah@nic.in), वेबसाइट / Web-site : [www.seepz.gov.in](http://www.seepz.gov.in)

No. SEEPZ SEZ/EMS/GC/449/EDI/2016-17/vol.1/0907/72/73/74/April 10, 2018

M/s. Lucky Trading Co.  
Shop No. 4, Hissa No. 1,  
Mohili Village, Kahirani Road,  
Zahoor Nagar, Salma Market  
Sakinaka,  
Mumbai - 400 072.

75/76/77

Sub : Extension of validity period of contract for the year 2017-18  
for removal and disposal of Gutter Waste

Ref.: Letter No. SEEPZ SEZ/ESTATE/GCA/449/2016-17/12959, dated 30.06.2017


Sir,

With reference to the communication referred to above, we write to inform you that the validity period of the contract awarded to you, for the year 2017-18 for a period six months for removal and disposal of gutter waste, is hereby extended for a further period upto 30.06.2018.

All other terms and conditions stipulated in the work order No. SEEPZ SEZ/ESTATE/GCA/449/2016-17/12959, dated 30.06.2017 remains unchanged.

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

Yours faithfully

  
(Mahesh Yadav)  
Estate Manager  
SEEPZ SEZ Authority

Copy to :

1. The Estate Section, SEEPZ SEZ
2. The Customs Section, SEEPZ SEZ
3. The Security Section, SEEPZ SEZ
4. The Disaster Management Section, SEEPZ SEZ
5. The DCO, SEEPZ SEZ
6. The Jt.DCO, SEEPZ SEZ



सत्यमेव जयते

संस्कृत / GOVERNMENT OF INDIA

संस्कृत - विशेष आर्थिक क्षेत्र प्राधिकरण, SEEPZ SPECIAL ECONOMIC ZONE AUTHORITY  
अंधेरी (पूर्व), मुंबई - 400 096 / ANDHERI (EAST); MUMBAI - 400-096.  
दूरभाष / Tel : 022-28294770 / 28294799 फॅक्स / Fax: 022-28291754,  
ई-मेल / E-mail : [dcseepz-mah@nic.in](mailto:dcseepz-mah@nic.in), वेबसाइट / Web-site : [www.seepz.gov.in](http://www.seepz.gov.in)

No. SEEPZ SEZ/ESTATE/GCA/449/2016-17/vol.I/05411/12/13/14/ March 05, 2018

M/s. Lucky Trading Co.,  
Shop No.4, Zahoor Nagar,  
Salma Market, Issa No. 1,  
Khairani Road, Sakinaka,  
Mumbai - 400 072.

15/16/17

Sub : Extension of validity period of contract for the year 2017-18  
for removal and disposal of Gutter Waste

Ref.: Letter No. SEEPZ SEZ/ESTATE/GCA/449/2016-17/12959, dated 30.06.2017

Sir,

With reference to the communication referred to above, we write to inform you that the validity period of the contract awarded to you for the year 2016-17 for a period six months for removal and disposal of gutter waste, is hereby extended for a further period upto 31.03.2018, as per the terms and conditions stipulated in the work order dated 30.06.2017.

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

Yours faithfully

(Mahesh Yadav)

Estate Manager  
SEEPZ SEZ Authority

Copy to :

1. The Estate Section, SEEPZ SEZ
2. The Customs Section, SEEPZ SEZ
3. The Security Section, SEEPZ SEZ
4. The Disaster Management Section, SEEPZ SEZ
5. The DCO, SEEPZ SEZ
6. The Jt.DCO, SEEPZ SEZ

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-Draft-

No. SEEPZ-SEZ/ESTATE/GCA/449/2016-17/VOL-I

15.01.2018

To,

M/s. Lucky Trading Co.,  
Shop no. 4, Zahoor Nagar,  
Salama Market, Issa No. 1,  
Khairani Road,  
Mumbai- 400072.

Sub: Extension of Contract for removal of Gutter Waste reg....

Sir,

Kindly refer to the subject as mentioned above.

This is to inform you that the contract for removal of Gutter Waste has been extended till 28.02.2018 with same terms & Conditions as approved earlier.

Yours faithfully



(Mahesh Yadav)  
Estate Manager/DDC  
SEEPZ SEZ Authority



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

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

F. No. SEEPZ-SEZ/ESTATE/GCA/449/2016-17/12959 . Dated 30/06/2017

To,  
M/s Lucky Trading Co.,  
Shop No. 4, Zahoor Nagar,  
Salma Market, Issa No. 1,  
Khairani Road,  
Sakinaka,  
Mumbai - 400 072

Sub: Work Order for Removal and Disposal of Gutter Waste 2017-18.

Sir,

Kindly refer to your tender on the subject mentioned above.

In this connection, we write to inform you that, your tender has been accepted by the Competent Authority. The description is as follows:-

Sr. No.	Description	Rate Approved
I	Removal and Disposal of Gutter Waste.	Rs. 61.00/- per kg.

The terms and conditions are as follows:-

1. According to the point No. (1) mentioned in terms and conditions of Tender Notice, M/s Lucky Trading Co. have to pay Rs. 5,00,000/- (Rupees Five lacs only) in the form of Demand Draft in favor of "SEEPZ Special Economic Zone Authority Fund" immediately on receipt of Work Order. Failure to make the payment will result into cancellation/termination of the bid and thereby the EMD amount will be forfeited. After payment, M/s Lucky Trading Co. will be allowed to lift the material of Gutter waste of equivalent value.

M/s Lucky Trading Co., after lifting of equivalent value of material, will have to again deposit Rs. 1,00,000/- (Rupees One lac only) for further removal of material. The said process will be continued till the final removal of the material. The entire material will have to be lifted within maximum period of Six Months "AS IS WHERE IS CONDITION" from the date of issue of work order.

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

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

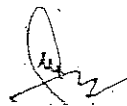
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3. M/s Lucky Trading Co. shall submit a copy of PAN No. and TIN No. along with Acceptance letter of Work Order.
4. All the costs in connection with removing/lifting of the materials will be borne by M/s Lucky Trading Co. and no expenditure will devolve on the Authority.
5. M/s Lucky Trading Co. shall not engage in any sub-contractor or any other organization in any matter and also not permitted to transfer their rights and obligations this work.
6. In case M/s Lucky Trading Co. fails to remove the whole material of Gutter Waste within stipulated period without any justifiable reasons, same will be treated as breach of contract and in that case the 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.
7. On termination or cancellation of contract, M/s Lucky Trading Co. shall not be entitled for any sum or sums, whatsoever, from the Authority by way of compensation, damages or otherwise.
8. M/s Lucky Trading Co. shall accept Work Order immediately.
9. In case, M/s Lucky Trading Co. fails to accept the Work Order, will be black listed for future tender/quotation and Work Order will be issued to the next highest bidder.

Procedure for Removal/Dispose of:-

1. Timing for removal/lifting of waste will be from 11:00 AM to 5:00 PM from Monday to Friday.
2. M/s Lucky Trading Co. shall weight the Empty Vehicle on the weighing bridge before entering into SEEPZ and produce the receipt while taking the challan.
3. M/s Lucky Trading Co. will obtain Challan/Permission from Estate Manager for entry of empty vehicle for loading.
4. The lifting of the waste materials will be allowed from designated place for the purpose only.
5. Spreading or drying or segregation of the materials in the zone will not be allowed.
6. The lifting/removal of the waste materials shall be done only under the supervision of Caretaker, SEEPZ-SEZ Authority.
7. After loading of Gutter Waste in vehicle, weighing will be done by M/s Lucky Trading Co. under supervision of Caretaker. The difference in weighing will be considered as weight of Gutter Waste and will reckoned for the purpose of the charges.



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8. The Caretaker will submit the copy of the Gate Pass/Challan along with weight receipt of empty vehicle and loaded vehicle to Estate Section.
9. The Bill shall be prepared by the Authority after determination of weight of Gutter Waste as per the rate at which the bid has been allowed. Applicable taxes on the bill will also be payable by M/s Lucky Trading Co.

Yours faithfully,



(Mahesh Yadav),  
Estate Manager,  
SEEPZ-SEZ Authority