

**Minutes of 1<sup>st</sup> Reiteration meeting of Tender Evaluation Committee held on 15<sup>th</sup> May 2023 at 2:30 hrs regarding Tender for Accounting, Billing and Contract Management Support in SEEPZ-SEZ.**

Date: 16/05/2023

The following members were present:

1. Shri Shyam Jagannathan, DC, SEEPZ-SEZ
2. Shri.C.P.S Chauhan JDC,SEEPZ-SEZ
3. Shri.Anil Chaudhary S.O,SEEPZ-SEZ
4. Shri Hareesh Dahilkar Estate Manager/ADC
5. Smt.Briget Joe, EA to DC
6. Shri Palash Shankar, ADC
7. Smt.Rekha Satish Nair Asst.
8. Shri. Ravindra Kumar, Asst.
9. Shri Amit Shirvalkar, Executive

Following agendas discussed in the meeting:

1. Table of Key information with details & timeline.
2. Total Manpower of SEEPZ-SEZ Authority.
3. The Contract Value is Estimated at Rs. 63, 84,000/-
4. Eligibility Criteria.
5. Scope of work, Eligibility Criteria & GeM SLA for the concern tender.

Following decisions taken in the meeting –

1. Two procurement specialists are available in the scope of Strategic Advisory Consultancy. Additionally, two public procurement domain experts to be recruited by direct contracting with relevant qualifications and various stages of selection process like written tests, interview etc.
2. The normal public accounting is based on the Cash-flow basis and coterminous with the financial year. The chartered accountant shall continue with the present methodology of accounting which is on accrual basis along with the general principles of accounting. However, on formal re-notification of budget manual, the methodology of accounting shall be suitably amended and the CA firm shall ensure co-operation during the transition process in the principles of accounting based on the methodology of classification of accounts and the accounting procedures prescribed by the CAG (Cash-Flow basis Annual budget).
3. One parent folio is opened in Tally currently. An actual current account balance is posted in a cashbook in the parent folio and debit entries are made from it for all the financial sanctions. On implementations of the ERP, the 7 accountants will be discontinued or continued based on the actual manpower requirement.
4. Old and new comparative contract value to be shown in the next iteration. Brief presentation wherein the SEZ authority approval and the budget in the forthcoming year with the changes based on 1<sup>st</sup> iteration minutes to be presented in 2<sup>nd</sup> iteration meeting.
5. Draft minutes with the RFP documents and PowerPoint presentation to be sent on email to Tender Evaluation Committee.

  
Zonal Development Commissioner  
SEEPZ, SEZ