

**SEEPZ SPECIAL ECONOMIC ZONE**

**ANDHERI (EAST), MUMBAI.**

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**AGENDA FOR THE 37<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 : 24<sup>th</sup> October, 2019**

**TIME : 11.30 A.M.**

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

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<b>Agenda Item No.</b>	<b>Name of Agenda</b>
1	Proposal for AMC for Operation and Maintenance of 5 TPD "NISARGRUNA" Biogas Plant.
2	Proposal for AMC for Lifts installed at SEEPZ Service Centre Building and BFC Building.
3	Proposal for Hiring of vehicle for SEEPZ SEZ Authority for official use.
4	Proposal for AMC for Passenger and Freight Lifts installed at all SDFs and G&J Buildings.
5	Proposal for AMC for Air Conditioner Machines installed at SEEPZ Service Centre Building, All 3 Gates and BFC Building.
6	Proposal for Hiring Security Services for SEEPZ-SEZ along with SEEPZ-SEZ Residential Complex (Govt. Quarters) for the year 2019-20.
7	Proposal for; 1. <del>Contract for removal/cutting of dead trees and trimming of grown trees</del> at SEEPZ SEZ campus as well as SEEPZ Residential Complex for the year 2019-20. 2. Contract for Watering and maintenance of potted plants along median in SEEPZ SEZ premises as well as SEEPZ Residential Complex (Govt. Quarters) for the year 2019-20.
8	Proposal for Hiring of Services of Internal Auditor for a period of year for auditing the accounts for the year 2017-18 & 2018-19 & further Extension for a year.
9	Proposal for Hiring Services of Chartered Accountant Firm for the year 2019-20.
10	Proposal for Annual Maintenance Contract for Mechanized/ Manual Cleaning work and Housekeeping Services for SEEPZ SEZ campus as well as SEEPZ Residential Complex (Govt. Quarter) for the year 2019-20.
11	Proposal for Annual Maintenance Contract for cleaning of gutters, drainage and sewerage lines within SEEPZ SEZ premises including SEEPZ SEZ Residential Complex and removal/disposal of the same.

12	Proposal for Annual Maintenance Contract for Civil work at Residential and Non-Residential Area of SEEPZ SEZ Authority for the year 2018-19.
13	Proposal for AMC for pest Control in SEEPZ SEZ Zone and Residential Complex.
14	Proposal for Disposal of Non-Hazardous Solid Waste for the year 2019-20.
15	Proposal for One time removal and disposal of "Septic Tank Waste" from SEEPZ SEZ Premises.
16	Proposal for "Collection and Segregation of Dry/Wet Waste in SEEPZ SEZ premises for the year 2019-20.
17	Proposal for engaging Engineers (Civil/Electrical), Consultant (Legal & Labour) & Hindi Translator.
18	Proposal for waiver of excessive rental charges of EPCES
19	Proposal for Comprehensive AMC for Access Control System and CCTV cameras system.
20	Proposal for implementation of energy efficient appliances at SEEPZ SEZ.
21	Proposal for implementation of Solar Power Project by MEDA and appointment of PMC @ 3% as consultancy charges.

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**MINUTES OF THE 36<sup>TH</sup> AUTHORITY MEETING HELD ON 20.09.2019  
UNDER THE CHAIRMANSHIP OF DEVELOPMENT COMMISSIONER &  
CHAIRPERSON, SEEPZ-SEZ AUTHORITY.**

The following were present in

- Shri. Shishir B Nevatia - Member  
Director, M/s. Sunjewels Pvt. Ltd.
- Shri C.P. Singh Chauhan - Secretary  
JDC, SEEPZ-SEZ
- Shri Ashish Mishra - Member  
Specified Officer and Estate Manger I/C

The Chairperson welcomed the Members of the SEEPZ-SEZ Authority and instructed Secretary to proceed with the agenda of the Meeting.

Minutes of the 35<sup>th</sup> Meeting held on 29.03.2019 were confirmed.

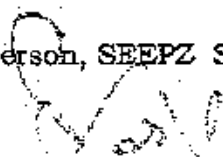
**Agenda Item no. 1 : Proposal for Annual Account for the Financial year 2018-19**

The Committee examined the Annual Accounts for the year 2018-19 and observed that Advance given to NFCD only needs to be shown in the books of accounts since matter is under examination in the Ministry of Commerce & Industry and necessary accounting treatment will be done after verification of the work done by SEEPZ-SEZ Authorities either themselves or through third party and after concurrence of the Ministry.

After deliberation the Committee approved the annual accounts for the financial year 2018-19

The Meeting ended with the vote of thanks to the Chair

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

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

MINUTES OF THE 35<sup>TH</sup> AUTHORITY MEETING HELD ON 29.03.2019  
UNDER THE CHAIRMANSHIP OF DEVELOPMENT COMMISSIONER &  
CHAIRPERSON, SEEPZ-SEZ AUTHORITY.

The following were present:

- (i) Ms. Meeta Rajiv Lochan - Member  
Joint DGFT, Mumbai
- (ii) Shri. Shishir B Nevatia - Member  
Director, M/s. Sunjewels Pvt. Ltd.
- (iii) Shri V P Shukla - Secretary  
JDC, SEEPZ-SEZ
- (iv) Shri Ashish Mishra  
Specified Officer and Estate Manger I/C

The Chairperson welcomed the Members of the SEEPZ-SEZ Authority and instructed Secretary to proceed with the agenda of the Meeting.

**Agenda Item No. 1: Engaging an Advocate for Cyber/IT related matter/  
cases for SEEPZ SEZ Authority**

After deliberation, the Committee approved the proposal of engaging an Advocate for Cyber/IT related matter/ cases for SEEPZ SEZ Authority and remuneration of the legal fees as per the guidelines of the Ministry of Law & Legal Affairs under Authority Fund.

**Agenda Item No.2: Ratification for Engaging Executive for Disaster  
Management under Authority for SEEPZ SEZ.**

After deliberation, the Committee approved the proposal for engaging the Executive on contract basis for Disaster Management and sanction of the remuneration under Authority Fund.

.....2/-

*[Handwritten signature]*

**Agenda Item No.3:** Proposal of M/s. 3 Dimensional Insurance for allotment of space in BFC Bldg.

After deliberation, the Committee considered and approved the proposal for allotment of space in the BFC Bldg. on the 4<sup>th</sup> Floor admeasuring an area of 230.83 sq. mtr to M/s. 3 Dimensional Insurance Brokers India Pvt. Ltd. for facilitating services across all lines of insurance viz. general insurance, life insurance, re-insurance, export credit facilities to various Units in the Zone, keeping in vew the feedback received from EPCES & SGJMA. The allotment would also be subject the following conditions :-

- The allotment would be on a 5 yearly lease basis ;
- They will pay the latest prevailing lease rent, BMC and service charges ;
- Electricity and water charges as applicable would be borne by the allottee ;
- Allottee should pay One year advance rent at the time of possession ;
- Revision in rentals would be as and when done and shall be made applicable.

**Agenda Item No. 4:** Recruitment for engaging Consultants (Technical Advisor), Engineers (Civil & Electrical), Consultant (Legal), Consultant (Labour), Consultant (Hindi) and Information Technology.

After deliberation, the Committee noted the proposal of engagement of the Consultants for a period of one year.

✓ **Agenda Item No.5:** 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.

After deliberation, the Committee approved the proposal for awarding the contract of mechanized / manual cleaning work and housekeeping services for SEEPZ SEZ campus as well as SEEPZ Residential Complex (Govt. Quarters) for the year 2018-19 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 in the contract.

.....3/-

**Agenda Item No.6:** Award of contract for Deployment of Security Guards at SEEPZ SEZ for the year 2018-19.

After deliberation the Committee approved the proposal for awarding the contract of 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.

**Agenda Item No.7:** Termination of Sr. Civil Engineers and Jr. Civil Engineers appointed for SEEPZ-SEZ Authority

After deliberation the Committee noted the termination of the Sr. Civil Engineers and Jr. Civil Engineers and engaging the services of the new Civil and Electric Engineers

**Agenda Item No.8:** Award the contract for disposal of non-hazardous solid waste for the year 2019-20

After deliberation the Committee approved the proposal for initiating the Tender Process for finalization of Contract for the year 2019-20 subject to compliance of CVC guidelines and GFR Procedure. The Committee also noted the extension granted to M/s. Yadgaar Enterprises to continue their services till the finalization of the new service Provider. However, Committee directed to expedite the procedure of tendering within 6 months time.

**Agenda Item No.9:** Award the contract "Collection and Segregation of Dry/Wet Waste in SEEPZ SEZ premises for the year 2019-20.

After deliberation, the Committee approved the proposal for initiating the Tender Process for finalization of Contract for the year 2019-20 subject to compliance of CVC guidelines and GFR Procedure. The Committee also noted the extension granted to M/s. Shri Siddhivinayak Enterprises to continue their services till the finalization of the new service Provider. However, Committee directed to expedite the procedure of tendering within 6 months time.

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✓ Agenda Item No.10: Award the contract for "Operation and maintenance of 5 TPD "NISARGRUNA" Biogas Plant at SEEPZ SEZ for the year 2019-20.

After deliberation, the Committee approved the proposal for initiating the Tender Process for finalization of Contract for the year 2019-20 subject to compliance of GFR Procedure. The Committee also noted the extension granted to M/s. Aviplast to continue their services till the finalization of the new service Provider. However, Committee directed to expedite the procedure of tendering within 6 months time

✓ Agenda Item No.11: Award the contract for "hiring services for the Chartered Accountant firm in SEEPZ SEZ Authority for 2019-20

After deliberation, the Committee approved the proposal for initiating the Tender Process for finalization of Contract for the year 2019-20 subject to compliance of CVC guidelines and GFR Procedure. The Committee also noted the extension granted to M/s. R. Devendra Kumar & Associates to continue their services till the finalization of the new service Provider. However, Committee directed to expedite the procedure of tendering within 6 months time.

✓ Agenda Item No.12: Awarding the contract for "one-time removal and disposal of Septic Tank waste from SEEPZ SEZ

After deliberation, the Committee approved the proposal for initiating the Tender Process for finalization of Contract for the year 2019-20 subject to compliance of CVC guidelines and GFR Procedure. The Committee also directed to expedite the procedure of tendering within 6 months time.

✓ Agenda Item No.13: Awarding the contract for "Removal and disposal of gutter waste for the year 2019-20 from SEEPZ SEZ". After deliberation, the Committee deferred the proposal.

After deliberation, the Committee approved the proposal for initiating the Tender Process for finalization of Contract for the year 2019-20 subject to compliance of CVC guidelines and GFR Procedure. The Committee also directed to expedite the procedure of tendering within 6 months time.



Supplementary Agenda Approval for external staircase for entry into unit  
Item No.1: no. 17 & 21 - M/s. Ace Software Solutions.

After deliberation, the Committee approved the proposal for external staircase for entry from unit no. 17 to 21 in accordance with the plan approved by MIDC, Special Planning Authority and levy of rental charges.

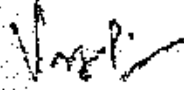
However, Committee also held the view that, in case of any such similar proposals received from the Unitholders, that will be examined on case to case basis and subject to the following conditions :-

- ❖ The plan layout/design/drawings will be approved by the Special Planning Authority i.e. MIDC ;
- ❖ The proposal will be examined on the basis of the structural stability by MIDC and as per their policy guidelines ;
- ❖ MIDC/SEEPZ will fix the lease rent for the same ;
- ❖ There will be no interference with the working of other unitholders and
- ❖ Structural stability of building will not be adversely affected.

In addition to the above proposals, the Authority also held the view that a single window need to be introduced and provided on the website for the Unitholders, so that they can furnish their views on cleanliness and upkeep of the Zone by the existing contractors and the same can be monitored and improved by the SEEPZ SEZ Authority.

The Meeting ended with both of thanks to the Chair.

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



(V.P. Shukla)

Secretary/Jt. Development Commissioner,  
SEEPZ SEZ Authority

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

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**AGENDA ITEM NO. 1**

**A) Proposal:**

The AMC for Operation and maintenance of 5 TPD "NISARGRUNA" Biogas Plant at SEEPZ SEZ.

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

Approval for AMC for Operation and maintenance of 5 TPD "NISARGRUNA" Biogas Plant at SEEPZ SEZ.

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

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

**D) Other information:-**

The operation and maintenance of the bio-gas plant was awarded to M/s. Aviplast of 5 TPD "NISARGRUNA" Biogas Plant at SEEPZ SEZ for the period of 03 years w.e.f 15.10.2019 vide work order no. SEEPZ-SEZ/EMS/BIOGAS/25/2015-16/19395 dt. 03.10.2019 for Rs. 1,78,000/- per month and with an increased escalation of 10% every year.

Further on operation of the existing plant, it is observed that there is leakage of gas and hence one time cost of repairing of the existing plant to stop such leakages is Rs. 6,17,000/- which has been assigned to M/s .Aviplast.

The agency is in the process of execution of Agreement between SEEPZ SEZ Authority and the agency

**E) Recommendation.**

The proposal is submitted to the Authority for information.

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भारत सरकार / GOVERNMENT OF INDIA,



सत्यमेव जयते

विकास आयुक्त का कार्यालय / OFFICE OF THE DEVELOPMENT COMMISSIONER,

सीपज़ - विशेष आर्थिक क्षेत्र / SEEPZ SPECIAL ECONOMIC ZONE,

वाणिज्य एवं उद्योग मंत्रालय / MINISTRY OF COMMERCE & INDUSTRY,

अंधेरी (पूर्व), मुंबई - 400 096 / ANDHERI (EAST), MUMBAI - 400 096

टेली/Tel: 022-28294726 / 28294748 फैक्स/Fax: 022-28291754,

ई-मेल/E-mail : [soseepz-mah@nic.in](mailto:soseepz-mah@nic.in), वेबसाइट/Web-site : [www.seepz.gov.org](http://www.seepz.gov.org)

No SEEPZ-SEZ/EMS/BIOGAS/25/2015-16/ 19395

02.10.2019

To,

M/s. Avi Plast  
204, Manasi Apartment,  
255, Jawahar Nagar,  
Aryasamaj Road No. 15,  
Goregaon (West),  
Mumbai - 400062.

Sub: Operation and Maintenance of 5 TPD "NISARGRUNA" Biogas Plant at SEEPZ SEZ reg..

Sir,

With reference to your bid dated 06/04/2019 submitted to this office in response to the tender notice no. SEEPZ-SEZ/EMS/BIOGAS/25/2015-16/05706 dated 15/03/2019 and subsequent retender notice dated 16/04/2019 and 04/06/2019 published on the website of SEEPZ-SEZ, this is to inform you that this office has accepted your bid for the Operations and Maintenance of 5TPD 'NISARGRUNA' Biogas Plant in SEEPZ SEZ for Rs. 1,78,000/- per month for 03 (Three) years and this will be increased by 10 % every year. Further, One time cost of repairing of the existing 5 TPD Biogas plant to stop linkages for Rs. 6,17,600/- has also been approved. This work order is subject to the scope of work and all terms and conditions stipulated in the tender notice dt. 04/06/2019 reproduced hereunder:-

Scope of Work

1. Operation and maintenance of Biogas Plant for waste management in SEEPZ-SEZ
2. Any auxiliary mechanical equipment eg. Blower, Air Compressor, Mixer, Grinder, Lift and Balloon.

3/11

3. The expected waste is up to 03MT per day. The expected output of the gas should be in the range of 60 cubic meters per MT waste processed.
4. Packing of manure generated through the plant in different capacity depending upon the requirement.
5. Waste collection will be done at the plant level. However, final segregation will be done by the contractor.
6. The agency shall also use dry leaves for Biogas Plant.

**Terms & Conditions:**

1. Term: The term of Operation and Maintenance of 5 TPD 'NISARGRUNA' Biogas Plant in SEEPZ SEZ will be valid for a period of 03 (Three) year with effect from 15.10.2019.
2. The agency shall provide a detailed operation and maintenance manual.
3. Since work for repairing of said plant has also been awarded to you w.r.t existing 5 TPD Biogas plant to stop linkages, Once the plant is functional, further 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 agency shall finish the entire waste before the end of the day.
7. The plant shall be run in 2 shifts (each for 8 hours)
8. Gas supply will start from 07:00 a.m. and the same will be closed by 08:00 p.m.

A

9. Workers to be deployed by the Agency shall not be less than 5 in two shifts.
10. Penalty: Failure to abide by the conditions of this work order, the agency shall entail penalty of Rs. 1000/- for the day.
11. The agency 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.
12. The successful bidder shall keep First Aid Kit at site.
13. 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 agency shall at all time keep the authority indemnified against any claim from its personnel/ workers in this regard.
14. Any loss / damage sustained to the SEEPZ-SEZ Authority due to any act or omission on the part of the agency or his personnel/ workers / employees, will have to be made good to the SEEPZ-SEZ Authority.
15. The agency and its personnel/ 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.
16. In case, any dispute in technical nature, BARC advice shall be taken in the matter.
17. Billing - The payment shall be made by the SEEPZ-SEZ Authority on monthly basis. For this purpose, the bill shall be submitted by the Agency by 3<sup>rd</sup> of each month and the same shall be cleared by the SEEPZ Authority within 07 working days from the receipt of the bill.
18. Non - Transferability:  
The agency shall not engage to any sub-contractor and/or not transfer, assign or delegate its rights and obligations in whole or in part in any manner to any other third party.

- 19. EMD of the agency will be retained with the SEEPZ SEZ Authority as a Security Deposit to ensure the fulfillment of the Contractor. This will be forfeited for non compliance of the terms & conditions of the Contract and tender document.
- 20. The agency shall carry out the 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.
- 21. If the services 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.
- 22. On termination or cancellation of contract, the agency shall not be entitled for any sum or sums, whatsoever, from the Authority by way of compensation, damages or otherwise.

The agency shall submit the copy of contract for the period of 03 (Three) years with above terms and conditions for execution.

Yours faithfully,



(Raju Kumar)

Assistant Development Commissioner  
SEEPZ SEZ

No. 5422-5423-5424-5425-5426-5427-5428-5429-5430-5431-5432-5433-5434-5435-5436-5437-5438-5439-5440-5441-5442-5443-5444-5445-5446-5447-5448-5449-5450-5451-5452-5453-5454-5455-5456-5457-5458-5459-5460-5461-5462-5463-5464-5465-5466-5467-5468-5469-5470-5471-5472-5473-5474-5475-5476-5477-5478-5479-5480-5481-5482-5483-5484-5485-5486-5487-5488-5489-5490-5491-5492-5493-5494-5495-5496-5497-5498-5499-5500

**NOTICE OF APPOINTMENT**

The undersigned, Clerk of the County of [County Name], State of [State Name], do hereby certify that the following is a true and correct copy of the [document type] as the same appears in the records of the County of [County Name], State of [State Name], on this [date] day of [Month], 19[Year].

Witness my hand and the seal of said County at [City], this [date] day of [Month], 19[Year].

[Signature]

[Name]

[Title]

[Address]

[City, State, ZIP]

[Phone Number]

[Fax Number]

[E-mail Address]

[Machinery for a period of three years (to be used)]

2. The expected waste is up to 10,000 MJ per day. The expected waste should be in the range of 500 kg per MJ waste processed.
3. Ranking of waste generated to rank the plant and process.



representative and any other shall be authorized to file with the  
Committee a letter of resignation.

14. The committee may, if so desired, refer any matter to the  
committee's subcommittee.

15. The committee may, if so desired, refer any matter to the  
committee's subcommittee.

16. The committee may, if so desired, refer any matter to the  
committee's subcommittee.

1. Copy of PAN & GST registration certificate
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 along with description

Sr. No.	Name of Work	Rate in Rupees / Amount in Words
1	Repairing of the existing 5 TFD	42142.00/-

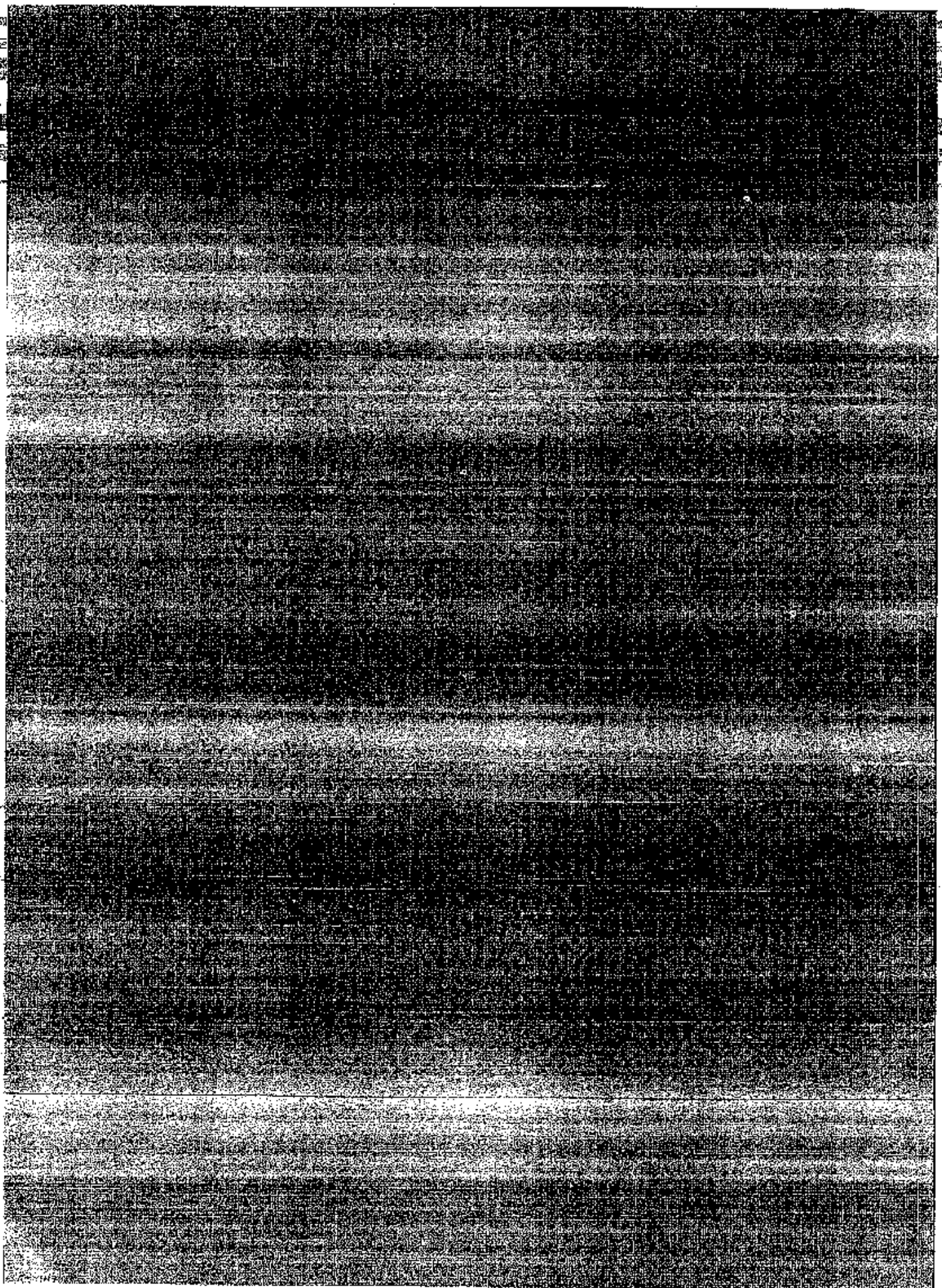
**Total Amount in Rupees**

availability of water as and when required and a provision for  
STATE BYE LAWS  
3. Cost maintenance of the plant shall be carried out by the State Government.  
The Central Government shall be responsible for the maintenance of the plant.

... CONTACTS OF ANY OTHER ORGANIZATION OR ANY INDIVIDUAL AND THE ...  
... THE ...

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

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**AGENDA ITEM NO. 2**

**A) Proposal:**

AMC for lifts installed at SEEPZ Service Centre Bldg. and BFC Bldg.

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

Approval for AMC for lifts installed at SEEPZ Service Centre Bldg. and BFC Bldg.

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

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

**D) Other information:**

MIDC, the Special Planning Authority was maintaining all electrical, civil mechanical and electronic works in SEEPZ SEZ. The AMC of lifts in SEEPZ Service Bldg. and BFC Bldg. was entrusted to M/s Kone Elevators by MIDC which expired on 31.03.2016. Being the manufacturer of the lifts, the Authority approached M/s Kone Elevators and awarded the contract to M/s Kone Elevators for the year 2016-17 and subsequent extension for one year upto 30.05.2018 vide letter dt. 26.05.2017.

In order to avoid any contingencies charges, M/s Kone Elevators was asked to submit proposal for AMC for further continuation period. The proposal was examined and awarded the contract for providing comprehensive maintenance services for Rs. 4,28,633/- per annum w.e.f. 01.04.2019 to 31.03.2019 vide work order no. SEEOZ-SEZ:EST:KLBS:31:2016-17:08675 dt. 23.04.2019. Subsequently the contract period was extended for the period 01.04.2019 to 31.03.2022 with a 10% escalation in each year.

**E) Recommendation:**

The proposal of AMC awarded to M/s Kone Elevators India Pvt. Ltd. for the period upto 31.03.2022 i.e. three years w.e.f. 01.04.2019 is submitted before the Authority for information.

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No. SEEPZ-SEZ/ESTATE/KLBS/31/2016-17/08675/77

Dated 23/04/2019

To,  
M/s KONE Elevator India Pvt. Ltd.,  
Silver Utopia, 8<sup>th</sup> Floor,  
Cardinal Gracious Road,  
Chakala, Andheri (East),  
Mumbai - 400099

Sub: Annual Maintenance Contract for Kone make lifts at BFC Building & Service Center Building, SEEPZ-SEZ - Work Order.

Gentlemen,

Please refer to your quotation No. T-0002503347 v1 dated 08/04/2019.

2. In this connection, this is to inform that your quotation for subject work has been accepted by the Competent Authority in this office for a period of three years w.e.f. 01/04/2019 on following rates:-

3.

Sr. No.	AMC period	Rate
1	01/04/2019 to 31/03/2020	Rs. 4,71,496/- (excluding taxes)
2	01/04/2020 to 31/03/2021	Rs. 5,18,646/- (excluding taxes)
3	01/04/2021 to 31/03/2022	Rs. 5,70,511/- (excluding taxes)

4. The payment will be made on completion of work and subject to the satisfactory report from the authorized person/Estate Manager.

5. Payment will be made through RTGS/NEFT on quarterly basis.

6. You shall commence the work within seven (07) days from issue of this work order.

Yours sincerely,

  
16/4/19  
(Ashish Mishra)

Estate Manager,  
SEEPZ-SEZ Authority

Copy to:

Billing Section, SEEPZ-SEZ Authority.

सहायक चीफ़ पर्सन 26250658

सहायक सॉफ्टवेयर 23254772

सहायक (संपत्ति) Manager (Estate) 23264770

फ़ोन: Fa: 25281385 / 25281754

ई-मेल: E-mail: seepz@mah.nic.in

वेबसाइट: Website: www.seepz.gov.in

सीपज़ विशेष आर्थिक क्षेत्र प्राधिकरण के इकाई कलम - राजधानी के संग





सत्यमेव जयते

भारत सरकार / GOVERNMENT OF INDIA,

सी.ए. - 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)

254

7.69

No. SEEPZ SEZ/ESTATE/KLBS/31/2016-17/13220/22/23/24 April 22, 2018

M/s. Kone Elevator (I) Pvt. Ltd.  
Silver Utopia, B-Wing, 8<sup>th</sup> Floor,  
Cardinal Gracious Road,  
Chakala, Andheri (E),  
Mumbai - 400 099.

Sub : Annual Maintenance Contract for passenger lifts for the year 2018-19.

Sir,

With reference to your quotation No. T-0002192817 v1, dated 01.04.2018 and subsequent letter dated 15.05.2018, the clause of penalty as mentioned in the letter No. SEEPZ SEZ/ESTATE/KLBS/31/2016-17/11560, dated 19.04.2018 stands amended to the following extent :

**FOR** : Penalty of Rs. 1,000/- per hour after conclusion of time limit of 2 (two) hours.

**READ** : Penalty of Rs. 1,000/- per day maximum upto 5% of contract value during contract period of 1 (One) year i.e. upto 31.03.2019.

Further, the Competent Authority has also conveyed his approval for waiving off the compliance of procedure w.r.t. Zero Rated Supply of services to the SEZ Developer / Units as stipulated under Section 16 of IGST Registration Certificate, subject to condition that no IGST will be included in the invoices raised by you for providing the maintenance services. All the compliances w.r.t. exemption of IGST shall be borne by you.

You are requested to convey your acceptance in this regard within 2 (two) days from the date of receipt of this communication.

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

Yours Faithfully,

(Mahesh Yadav)  
Estate Manager  
SEEPZ SEZ Authority

Encl.: As above.

Copy to :

1. Shri G. S. Bhandari, Assistant, Estate Section, SEEPZ SEZ Authority
2. The Disaster Management Section

DRAFT

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संघ शासन / GOVERNMENT OF INDIA,  
सीएच - विशेष आर्थिक क्षेत्र प्राधिकरण / SEEPZ SPECIAL ECONOMIC ZONE AUTHORITY,  
अंधेरी (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)

S.P.A.R  
Road  
058

No. SEEPZ SEZ/ESTATE/KLBS/31/2016-17 / 11560

April 19, 2018

M/s. Kone Elevator (I) Pvt. Ltd.  
Silver Utopia, B-Wing, 8<sup>th</sup> Floor,  
Cardinal Gracious Road,  
Chakala, Andheri (E),  
Mumbai - 400 099.

Sub : Annual Maintenance Contract for passenger lifts for the year 2018-19.

Sir,

With reference to your quotation No. T-0002192817 v1, dated 01.04.2018 submitted this office, we write to inform you that your proposal for awarding annual maintenance contract of the lifts installed by you in the SEEPZ Service Centre and Business Facilitation Centre of SEEPZ SEZ for Rs. 4,28,633/- (Rupees Four Lakhs Twenty Eight Thousand Six Hundred and Thirty Three only) for the year 2018-19 has been accepted by the Competent Authority.

The said contract will be valid upto 31.03.2019. The payment in respect of maintenance services shall be made quarterly after conclusion of the each quarter commencing from 01.04.2018 and subject to satisfactory performance report, duly certified by the undersigned.

In the event of reporting of breakdown of lift operations, the technical assistance shall be made available by you within 2 (two) hours from the time of reporting the same to you. It may be noted that failure to provide the technical assistance within prescribed time will be liable for a penalty of Rs. 1,000/- per hour after conclusion of time limit of 2 (two) hours.

It is further clarified that the SEEPZ Special Economic Zone being a SEZ Developer, is exempted from payment of Integrated Goods & Service Tax in terms of Section 16 of Chapter VII of IGST Act, 2017, which provides for ZERO RATED SUPPLY OF GOODS OR SERVICE to SEZ Developer / SEZ unit. A copy of GSTIN Registration Certificate is enclosed herewith.

You are therefore requested not to include the IGST component in your invoice. For this purpose, you may follow the procedure as prescribed under Section 16 of IGST Act, 2017. A copy of IGST Registration Certificate alongwith prescribed Form GST RFD-11 is enclosed for ready reference.

This issues with the approval of Chairperson, SEEPZ SEZ Authority

Yours Faithfully,



सत्यमेव जयते

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

SEEPZ SPECIAL ECONOMIC ZONE AUTHORITY  
SEEPZ SERVICE CENTRE BUILDING, SEEPZ SEZ  
ANDHERI (E), MUMBAI - 400 096.  
26.05.2017

SEEPZ-SEZ/ESTATE/KLBS/31/2016-17 / 10535

To,  
M/S. Kone Elevator India Pvt. Ltd.  
Silver Utopia, 8<sup>th</sup> floor,  
Cardinal Gracious Road,  
Chakala, Andheri East,  
Mumbai - 400 099


Sub: AMC for Kone make lifts @BFC building & Service Center Building SEEPZ-SEZ.  
Sir,

Kindly refer to your letter dated 18.05.2017 on the subject mentioned above.  
In this connection, the rates quoted by you have been approved from 01.06.2017 to  
30.05.2018 amounting to Rs.4,09,165.86/-

**Conditions:-**

- The payment will be made on completion of work and satisfactory report by Estate Manager and submit the final bill.
- The payment will be made through RTGS/NEFT on Quarterly basis.
- You shall commence the work within 7 days from the date of issue of this offer.
- The terms and conditions will be same as per previous work order No. SEEPZ-SEZ/ESTATE/KLBS/31/2016-17/19816 dated 15.07.2016.

Yours faithfully,

  
(Mahesh Yadav)  
Estate Manager,  
SEEPZ-SEZ Authority

अध्यक्ष Chairperson 28290858

सचिव Secretary 28294729

प्रबंधक (संपदा) Manager (Estate) 26294725

फैक्स Fax : 28291385 / 28291754

ई-मेल E-mail: dcseepz-mah@nic.in

वेबसाइट Website : www.seepz.gov.in

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

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**AGENDA ITEM NO. 3**

**A) Proposal:**

Hiring of Vehicle for SEEPZ SEZ Authority for official use

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

Approval for hiring of vehicle for Authority

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

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

**D) Other information:**

The existing agency viz. M/s. Kulswamini Tours & Travels contract which was valid for a period of one year on 25.09.2017 and subsequent extension granted upto 30.09.2019 which was terminated as per the directions of MOC&I.

As there are lot of legal cases which needs to be attended and for disaster management activities and other misc. Govt. works, a vehicle is required for round the clock.

Hence, in order not to hamper the day to day activity, the services were examined and uploaded the request on GeM portal for hiring the vehicle. The same will be opened on 28.10.2019.

On finalization of the new agency, the same will be intimated in the next Authority meeting.

**E) Recommendation:**

Approval for hiring of vehicle for Authority related matters.

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Bid Number: GEM/2019/B/389153  
Dated: 15-10-2019

### Bid Document

#### Bid Details

Bid End Date/Time	25-10-2019 18:00:00
Bid Life Cycle (From Publish Date)	90 (Days)
Bid Offer Validity (From End Date)	30 (Days)
Ministry/State Name	Ministry Of Commerce And Industry
Department Name	Department Of Commerce
Organisation Name	Special Economic Zones
Office Name	Office Of The Development Commissioner
Item Category	Vehicle Hiring Service - Sedan
Contract Period	12 Month(s)
Average Turnover (Last 3 Years)	1.152 Lakh (s)
Project Experience Required	Yes
MSE Exemption For Years Of Experience And Turnover	No
Startup Exemption For Years Of Experience And Turnover	No
Document required from seller	OEM Annual Turnover
Bid to RA enabled	No

### Vehicle Hiring Service - Sedan ( 1 )

#### Technical Specifications

Specification	Values
Vehicle Category	AC
Usage Variant	Moderate usage Day & Night
Vehicle Brand	Swift Dzire
Additional Km(s)	0
Additional Hr(s)	0

#### Consignee/Reporting Officer and Quantity

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

\*\*\*\*\*  
**AGENDA ITEM NO. 4**

**A) Proposal:**

AMC for Passenger and Freight lift installed at all SDFs & G & J Bldgs.

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

Approval for AMC for Passenger and Freight lift installed at all SDFs & G & J Bldgs.

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

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

**D) Other information:**

The contract for AMC for Passenger and Freight lifts installed at all SDFs & G & J Bldgs was awarded to M/s. NFCD for a period of one year on 20.03.2018 and subsequent extension was granted till the finalization of the new agency vide letter dt. 05.04.2019.

Keeping in view the exigency for operation of the passenger and freight lifts in all the locations, the existing contract needs to be extended till the finalization of the new agency.

The Authority had made efforts to identify the agency/service provider in GeM portal. However, no service provider is available on GeM portal, hence office has initiated action for open tendering.

On finalization of the new agency, the same will be intimated in the next Authority meeting.

**E) Recommendation:**

The proposal for intimating the tender proceeding for engaging the new agency and extending the existing contract till the finalization of the new agency is submitted before the Authority for information.

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सत्यमेव जयते

भारत सरकार / GOVERNMENT OF INDIA

सीएज - विशेष आर्थिक क्षेत्र प्राधिकरण / SEEPZ SPECIAL ECONOMIC ZONE AUTHORITY

अवधी (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)

276  
672

SEEPZ-SEZ/ESTATE/LIFTS/409/2016-17/06922

20.03.2018

To,

National Cooperative Construction and  
Development Federation of India Limited.,  
3<sup>rd</sup> floor, BFC Building,  
SEEPZ-SEZ, Andheri East,  
Mumbai-400096.

Sub: - Annual Maintenance Contract for lifts reg...

Sir,

I am directed to refer to your letter no. NFCD/MUM/SEEPZ/2017-18/1201 dated 08.02.2018 and to convey the approval of the Competent Authority of SEEPZ SEZ for awarding the contract of lifts to M/s. Shri. Siddhivinayaka Enterprises for the year 2018-19..

A copy of work order issued to M/s. Shri. Siddhivinayaka Enterprises may also be forwarded to this office for record purpose.

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

Yours faithfully,

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

Copy To: 1) Shri. G.S. Bhandari, Assistant, SEEPZ SEZ.

2) Smt. Rekha Nair, Assistant, SEEPZ SEZ



भारतीय राष्ट्रीय सहकारी निर्माण एवं विकास संघ मर्यादित  
National Cooperative Construction and Development  
Federation of India Limited

( Regd. Under Ministry of Agriculture, Govt. of India  
Department of Agriculture & Cooperation, New Delhi )

3rd Floor, Business Facilitation Center, Seepz Sez Authority, Andheri, (East) Mumbai - 400 096.  
(C) Tel. 022 2829 0012 Mobile : 098702 92231 E-mail : [nfcdmumbai@gmail.com](mailto:nfcdmumbai@gmail.com) / [www.nfcdmumbai.com](http://www.nfcdmumbai.com)  
TAN MUMM23615D / GST No 27AABAN3780E1ZN

**WORK ORDER NO. NCFD/MUM/SEEPZ/AMC-061/2017-18/1285**

**DT: 27.02.2018**

To,  
**M/s. SRI SIDDHIVINAYAK ENTERPRISES.**  
Deogiri CHS Ltd., OFFICE-31/A/103,  
Chandivali MHADA Colony, Sakinaka  
MUMBAI-400072.

**Subject : Annual Maintenance Contract for Passenger and Freight Lifts at  
SEEPZ-SEZ Authority, Andheri (E), Mumbai - 400 096**

**Reference:**

- |   |               |
|---|---------------|
| i) SEEPZ-SEZ/ESTATE/LIFTS/409/2016-17/25003                         | dt.14.12.2017 |
| ii) Tender submitted by you and Technical bid opened                | dt.29.01.2018 |
| iii) Financial bid opened   | dt.29.01.2018 |
| iv) This Office letter No. SEEPZ-SEZ/ESTATE/LIFTS/409/2016-17/04085 | dt.16.02.2018 |

\*\*\*

**Gentlemen,**

Your tender for the subject work, submitted by you on 29.01.2018 is hereby accepted for and on behalf of the SEEPZ-SEZ for Rs.7,64,900.00 (Rupees seven lakh, sixty four thousand, nine hundred only) as per schedule of quantities enclosed.

Shri. Ajit Sahoo, Electrical Engineer (EE), NCFD will be the Engineer in charge for this work under overall control of the undersigned. You are requested to contact the Engineer in charge for taking possession of site, commencing the work and for further instruction in this matter.

**The acceptance is subject to the following terms and conditions:**

You are requested to obtain necessary work permit from the Competent Authority through Engineer before commencing the work.

~ 1 ~





**NCCDFI**

**भारतीय राष्ट्रीय सहकारी निर्माण एवं विकास संघ मर्यादित**  
**National Cooperative Construction and Development**  
**Federation of India Limited**

(Regd. Under Ministry of Agriculture, Govt. of India  
Department of Agriculture & Cooperation, New Delhi)

670

3rd Floor, Business Facilitation Center, Seepz Sez Authority, Andheri, (East) Mumbai - 400 086.

(0) Tel. 022 2829 9912 Mobile : 098702 82231.E-mail : [nccdfimumbai@gmail.com](mailto:nccdfimumbai@gmail.com) / [www.nccdfimumbai.com](http://www.nccdfimumbai.com)

TAN MUMIN296350 / GST No 27AABAN3704E12N

2. You are requested to start the work from 01.03.2018; the entire work shall be carried out by you in accordance with the conditions and specifications stipulated in the tender documents issued to you. Period of the contract is 12 months from 1.3.2018.

3. In terms and condition of tender, you are required to deposit an amount of Rs.38,245.00 (Rupees thirty eight thousand two hundred forty five only) against irrevocable Performance Guarantee, which is in addition to other deposits mentioned elsewhere in the contract for proper performance of the contract agreement, (as withstanding and/or without prejudice to any other provisions in the contract) within 15 days of issue of this letter.

The Performance Guarantee shall be valid up to the stipulated date of completion plus 60 days from the date of issue of this letter. Extension of period if any and refund of the guarantee shall be as per relevant terms and conditions of contract.

The amount of EMD of Rs.17, 000.00 submitted by you shall be refunded after receipt of Performance Guarantee.

4. The Security Deposit @ 2.5 % of gross value of work shall be retained from your running bill for this work.

5. The work shall be carried out strictly in accordance with the terms, conditions and specifications as stipulated in the tender documents, in the approved workmanlike manner and as per standard practice. Materials required for satisfactory completion of work shall be of approved quality, make, grade etc. as mentioned in the tender and/or conforming to relevant Indian Standard Specifications (Latest revision) wherever applicable and approved by the Engineer.

6. You shall employ & maintain qualified Engineers and Supervisors on the job at all times. You shall also bring to site and deploy such machineries and equipments as necessary for the satisfactory completion of the work.



भारतीय राष्ट्रीय सहकारी निर्माण एवं विकास संघ मर्यादित  
National Cooperative Construction and Development  
Federation of India Limited

( Regd. Under Ministry of Agriculture, Govt. of India  
Department of Agriculture & Cooperation, New Delhi )

NFCD

3rd Floor, Business Facilitation Center, Seepz SEZ Authority, Andheri, (East) Mumbai - 400 096

(0) Tel. 022 2829 0012 Mobile : 098702 92231 E-mail : nfcdmumbai@gmail.com / www.nfcdmumbai.co

TAN MUMR23635D / GST No 27AABAN3780E12N

7. During the period of this work order, you are requested to furnish the copy of latest Income Tax return / Audited profit and loss statement by licensed Chartered Accountant, for financial year, as applicable.

8. As per instructions of Ministry of Finance, a recovery of Income Tax @ 2% and surcharge thereon (@ as prescribed by the Ministry of Finance from time to time) of gross value of work done, will be made from all the bills in respect of this work and the amount so recovered will be credited to the Income Tax Authorities and a certificate for the amount so credited will be issued by NFCD

9. Labour Welfare Cess as applicable will be deducted from your bills at the rate notified by the Government of Maharashtra from time to time and certificate to this effect will be issued by the Pay and Accounts Officer, NFCD.

10. You shall follow all safety rules & security procedure that are in vogue and applicable during execution of work.

11. You are required to acknowledge the receipt and confirm the acceptance of this work order within three days from the date of receipt of the work order.

12. You have to Empanelment your firm with NFCD.

13. Penalty applicable as per terms & conditions of contract. (Enclosed)

Thanking you,

Yours faithfully,

Encl. : Schedule of Quantities



(S. J. Savakhande)  
Regional manager

(NFCD OF INDIA LTD)

Copy forwarded to:

Estate Manager (DBC), SEEPZ-SEZ Authority, Mumbai

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### Schedule of Quantities (AMC-LIFT-2017-2018)

Item no	Item Description	Unit	Qty	Rate	Amount
1	Comprehensive maintenance of elevators installed at SEEPZ-SEZ campus, Andheri(East) Mumbai all as per tender specifications & relevant Indian / International Manufacturer's standards of Maintenance as applicable and as directed by Engineer-in-charge.				
1.1	SDF 1 TO 6 And GJ 1 TO 3				
1.1.1	Freight Lift 2 T (G+3/G+4 upper floors) at SDF1-6;GJ2-3 SEEPZ-SEZ	Each Per Month	16	46,400.00	7,42,400.00
2	Periodic testing of safety related features of elevator witnessed by NCCD staff, preparation of test reports counter signed by agency & NCCD staff.				
2.1	Testing of overload indication, alarm and trip system, strain gauges & overload limiting feature etc. at full load dead weight during the 1st & 7th month of the contract & its necessary adjustment for safe use of elevator all as per instruction of Engineer-in-charge.	Each Per once in half year	6	2500.00	15000.00
2.2	Testing, measurement & preparation of reports witnessed and counter signed by agency & NCCD staff of brake slippage at full load dead weight during the 1st month of the annual maintenance contract & its necessary adjustment for safe use of elevator all as per instruction of Engineer-in-charge.	Each per year	3	2500.00	7500.00
<b>Total</b>					<b>7,64,900.00</b>
Rupees in word (SEVEN LAKHS SIXTY FOUR THOUSAND NINE HUNDRED ONLY)					



**AJIT SAHOO (ELECTRICAL ENGINEER)**  
(NCCD OF INDIA LTD)

# GENERAL SPECIFICATIONS & SCOPE OF WORK

1. The contractor shall have to execute an agreement in the prescribed form to NFCD.
  2. The main objective of this tender is Operation & comprehensive maintenance of 15 MW at SUP & 22 MW at SREPZ-GEZ area. The comprehensive maintenance of various lifts shall be as follows. The contractor has to carry out the job as detailed given in Schedule-A & form will be attached.
  3. The scope of work therefore starts right from inspection of site prior to submission of final tender at their own interest so as to assess the quantum of work involved, site condition, requirements, condition of machineries erected & operated, tools & equipment for various emergency facilities, as well as availability of infrastructure etc. so that no delays or interruptions are caused during execution of work.
- It is the responsibility of the contractor to see that the right tools & equipment are used in performing the job from the safety point of view.
- The successful contractor shall have to carry out day-to-day comprehensive maintenance of the lift including of power supply.

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For every lift under comprehensive maintenance, the total no. of lifts may be reduced for the period of comprehensive maintenance or under maintenance guarantee provided for lift.

\_\_\_\_\_

\_\_\_\_\_

The bids for Item No. 1 shall be including all applicable taxes & duties including GST. The contractor should produce the documentary evidence regarding the payment of taxes to the department as demanded by NFCD.

## SCOPE OF CONTRACT

NFCD also reserves the right to get the services from outside or execute departmentally work in case of uncompleted job of the contractor at the cost & risk of the contractor.

NFCD reserves the right to award the contract simultaneously to more than one contractor if it is found that only a part of the contract against this tender is to be awarded.



ENDOR





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  
टेलि. / Tel. : 022-26294719 फैक्स / Fax: 28291385,  
ई-मेल / E-mail: ddc@seepz-mah.nic.in वेबसाइट / Website: www.seepz.gov.in



No. SEEPZ-SEZ/ESTATE/LIFTS/409/2016-17/074 88/89

Dated 05/04/2019

To,  
M/s National Cooperative Construction &  
Development Federation of India Ltd. (NCFD),  
3<sup>rd</sup> Floor, Business Facilitation Center (BFC),  
SEEPZ-SEZ, Andheri (E),  
Mumbai - 400096

**Sub: Extension of period - Annual Maintenance Contract for Passenger and Freight Lifts at SEEPZ-SEZ Authority, Andheri (E), Mumbai - 96.**

Gentlemen,

Please refer to your letter dated 01/03/2019 on the aforesaid subject.

In this connection, this is to inform that the Competent Authority in this office has granted extension of period for subject work till further orders.

A copy of permission to M/s Shri Siddhivinayaka Enterprises from your side may be forwarded to this office for record purpose.

Yours sincerely,

514619

(Ashish Mishra)

I/c. Estate Manager / DDC,  
SEEPZ-SEZ Authority

Copy to:

Smt. Rekha Nair, Assistant, Billing Section, SEEPZ-SEZ.

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765

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

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**AGENDA ITEM NO. 5**

**A) Proposal:**

AMC for Air Conditioner Machines installed at SEEPZ Service bldg., all 3 gates and BFC Bldg..

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

Approval for AMC for Air Conditioner Machines installed at SEEPZ Service bldg., all 3 gates and BFC Bldg.

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

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

**D) Other information:**

The contract for AMC for Air Conditioner Machines installed at SEEPZ Service bldg. all 3 gates and BFC Bldg was awarded to M/s .NFCD for a period of one year on 13.06.2018 and subsequent extension was granted till the finalization of the new agency vide letter dt. 15.07.2019 for a period of 3 months i.e. upto 18.09.2019.

Keeping in view the exigency for operation of the AC machines for all the 3 locations, the existing contract needs to be extended till the finalization of the new agency.

The Authority had made efforts to identify the agency/service provider in GeM portal. However, no service provider is available on GeM portal, hence office has initiated action for open tendering.

On finalization of the new agency, the same will be intimated in the next Authority meeting.

**E) Recommendation:**

The proposal for intimating the tender proceeding for engaging the new agency and extending the existing contract till the finalization of the new agency is submitted before the Authority for information.

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सत्यमेव जयते

सरकार भारत / GOVERNMENT OF INDIA,  
विकास आयोग, नई दिल्ली / OFFICE OF THE DEVELOPMENT COMMISSIONER,  
बीएम - विशेष आर्थिक क्षेत्र / SEEPZ SPECIAL ECONOMIC ZONE,  
वाणिज्य और उद्योग मंत्रालय / MINISTRY OF COMMERCE & INDUSTRY,  
अंधेरी (पूर्व), मुंबई - 400 098 / ANDHERI (EAST), MUMBAI - 400 096.  
Tel: 022-28294756 / 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/ESTATE/AC/116/2017-18 / 15684, 15686, 15688 June 13, 2018

M/s. National Cooperative Construction  
and Development Federation of India Ltd.  
3<sup>rd</sup> floor, Business Facilitation Centre,  
SEEPZ SEZ, Andheri (E),  
Mumbai - 400096.

Sub : Award of comprehensive annual maintenance contract of Packaged  
as well as Split Air Conditioning units for the year 2018-19.

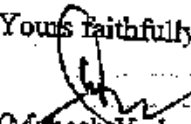
Sir,

I am directed to refer to your letter No. NFCD/MUM/SEEPZ-2018-19/269, dated 04.06.2018 on the above-mentioned subject and to convey the approval of the Competent Authority of SEEPZ SEZ Authority for awarding the contract of comprehensive annual maintenance contract of Packaged as well as Split Air Conditioning units installed in SEEPZ Service Centre, Business Facilitation Center and at Gate No. 1, 2 and 3 to M/s. Akshara Associate for the year 2018-19.


A copy of work order issued to M/s. Akshara Associate may also be forwarded to this office for record purpose.

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

Yours faithfully,

  
(Manesh Yadav)  
Estate Manager  
SEEPZ SEZ Authority

- 1. The Estate Section (Billing Department), SEEPZ SEZ
- 2. Disaster Management Section, SEEPZ SEZ

 (P.A.)

14/6/18  
all

RECEIVED  
14/6/18  
OFFICE OF THE DEVELOPMENT COMMISSIONER  
SEEPZ SEZ AUTHORITY  
ANDHERI (E), MUMBAI - 400096



भारतीय राष्ट्रीय सहकारी निर्माण एवं विकास संघ मयादत  
National Cooperative Construction and Development  
Federation of India Limited  
( Regd. Under Ministry of Agriculture, Govt. of India  
Department of Agriculture & Cooperation, New Delhi )

3rd Floor, Business Facilitation Center, Seepz Sez Authority, Andheri, (East) Mumbai - 400 098.

(C) Tel. 022 2829 0012 Mobile : 098702 92231. E-mail : [nfcdmumbai@gmail.com](mailto:nfcdmumbai@gmail.com) / [www.nfcdmumbai.com](http://www.nfcdmumbai.com)

TAN MUNEN23635D / GST No 27AABAN3780E1ZN

**WORK ORDER NO. NCFD/MUM/SEEPZ/AMC -03/2017-18/ 321**

DT: 19.06.2018

To,  
M/s. AKSHARA ASSOCIATE.  
SHED NO-36, SIDHARTH CHAWL COMMITTEE.  
SHIVAJI NAGAR  
KURAR VILLAGE  
MUMBAI-400097. MALAD (E)

Subject: Annual Comprehensive Maintenance Contract of Packaged as well as split  
Air conditioning unit of at SEEPZ-SEZ area, Andheri (E) Mumbai - 400 096

**Reference:**

- i) Tender submitted by you and Technical bid opened
- ii) Financial bid opened

dt. 25.05.2018  
dt. 31.05.2018

\*\*\*

**Gentlemen,**

Your tender for the subject work, submitted by you on 25.05.2018 is hereby accepted for and on behalf of the SEEPZ-SEZ for Rs. 5, 71, 572.00 (Rupees Five lakh seventy one thousand five hundred seventy two only) as per schedule of quantities enclosed.

Shri. Ajit Sahoo, NCFD will be the Engineer in charge (E-I-C) for this work under overall control of the undersigned. You are requested to contact the Engineer-in charge for taking possession of site, commencing the work and for further instruction in this matter.

**The acceptance is subject to the following terms and conditions:**

You are requested to obtain necessary work permit from the Competent Authority through Engineer before commencing the work.



- 1 -





भारतीय राष्ट्रीय सहकारी निर्माण एवं विकास संघ मर्यादित  
National Cooperative Construction and Development  
Federation of India Limited

(Regd. Under Ministry of Agriculture, Govt. of India  
Department of Agriculture & Cooperation, New Delhi.)

174

NFCF

3rd Floor, Business Facilitation Center, Seapz Sax Authority, Andheri, (East) Mumbai - 400 096.

(O) Tel. 022 2829 0012 Mobile : 098702 92231.E-mail : [nfcdmumbai@gmail.com](mailto:nfcdmumbai@gmail.com) / [www.nfcdmumbai.co](http://www.nfcdmumbai.co)

TAN MUMN23635D / GST No 27AABAN3780E1ZN

2. You are requested to start the work from 20.06.2018; the entire work shall be carried out by you in accordance with the conditions and specifications stipulated in the tender documents issued to you. Period of the contract is one year from 20.06.2018.

3. In terms and condition of tender, you are required to deposit an amount of Rs.28,578.00 (Rupees twenty eight thousand five hundred seventy eight rupees only) against irrevocable Performance Guarantee, which is in addition to other deposits mentioned elsewhere in the contract for proper performance of the contract agreement, (not withstand and/or without prejudice to any other provisions in the contract) within 15 days of issue of this letter.

The Performance Guarantee shall be valid up to the stipulated date of completion plus 60 days from the date of issue of this letter. Extension of period if any and refund of the guarantee shall be as per relevant terms and conditions of contract.

The amount of EMD of Rs.19,110.00 submitted by you shall be refunded after receipt of Performance Guarantee.

4. The Security Deposit @ 2.5 % of gross value of work shall be retained from your running bill for this work.

5. The work shall be carried out strictly in accordance with the terms, conditions and specifications as stipulated in the tender documents, in the approved workmanlike manner and as per standard practice. Materials required for satisfactory completion of work shall be of approved quality, make, grade etc. as mentioned in the tender and/or conforming to relevant Indian Standard Specifications (Latest revision) wherever applicable and approved by the Engineer.

6. You shall employ & maintain qualified Engineers and Supervisors on the job at all times. You shall also bring to site and deploy such machineries and equipment's as necessary for the satisfactory completion of the work.



~ 2 ~



भारतीय राष्ट्रीय सहकारी निर्माण एवं विकास संघ मर्यादित  
National Cooperative Construction and Development  
Federation of India Limited  
( Regd. Under Ministry of Agriculture, Govt. of India  
Department of Agriculture & Cooperation, New Delhi )

NFCD

3rd Floor, Business Facilitation Center, Seepz Sez Authority, Andhari, (East) Mumbai - 400 098.

(O) Tel. 022 2829 0012 Mobile : 098702 92231 E-mail : [nfcdmumbai@gmail.com](mailto:nfcdmumbai@gmail.com) / [www.nfcdmumbai.co](http://www.nfcdmumbai.co)

TAN MUMN23635D / GST No 27AABAN3780E1ZN

761

7. During the period of this work order, you are requested to furnish the copy of latest Income Tax return / Audited profit and loss statement by licensed Chartered Accountant, for financial year, as applicable.

8. As per instructions of Ministry of Finance, a recovery of Income Tax @ 2% and surcharge thereon (@ as prescribed by the Ministry of Finance from time to time) of gross value of work done, will be made from all the bills in respect of this work and the amount so recovered will be credited to the Income Tax Authorities and a certificate for the amount so credited will be issued by NFCD

9. Labour Welfare Cess as applicable will be deducted from your bills at the rate notified by the Government of Maharashtra from time to time and certificate to this effect will be issued by the Pay and Accounts Officer, NFCD.

10. You shall follow all safety rules & security procedure that are in vogue and applicable during execution of work.

11. You are required to acknowledge the receipt and confirm the acceptance of this work order within three days from the date of receipt of the work order.

12. You have to empanel your firm with NFCD.

13. Penalty applicable as per terms & conditions of contract.

Thanking you,

Yours faithfully,

Encl.: Schedule of Quantities

  
R. P. Manjrekar  
Sr. Asst. Manager

(NFCD OF INDIA LTD)

Copy forwarded to:  
Estate Manager (DDC), SEEPZ-SEZ Authority, Mumbai



760

12

**Annual comprehensive maintenance of VRV type AC system installed at SEEPZ-SEZ, SCB & BFC Buildings, Andheri (E), Mumbai - 400 096**

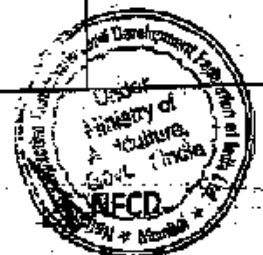
**SCHEDULE OF QUANTITIES**

Item No.	Description of Item	Qty	Rate (Rs.)	Unit	Amount (Rs.)
1	<p><b>Annual Comprehensive maintenance of VRV type AC system installed at SEEPZ-SEZ, SCB &amp; BFC Buildings, Andheri (E), Mumbai 400 096</b></p> <p>Notes:</p> <p>a. Major repairs / replacement of compressors, gas charging etc. shall be completed &amp; reinstalled by you within 72 hrs. From the date of intimation at your service center / office. Penalty will be charged to you for any further delay in completion of work at the rate of Rs. 100 /- (Rs. One Hundred only) per day.</p> <p>b. All minor repairs like replacement of fan motor, fan blade, capacitors, relay, contacts, connectors, PCBs, ODU / IDU isolation valves etc. Shall be attended to at site itself immediately / within 24 hrs. from the date and time of intimations of the complaints. Penalty will be charged to you for any further delay in completion of work at the rate of Rs. 100/- (Rs. One Hundred Only) per day from the date of intimation at your staff / service center / office.</p> <p>c. The staff of the agency shall report to office / site at sharp 9.15 hrs. daily. Any workmen reporting after 9.45 hrs shall not be permitted and considered absent on duty for that day. If any staff of agency is absence from duty and does not come on above mentioned time a penalty of Rs. 400/- (Rs. Four Hundred Only) per day will be charged on contractor &amp; same will recovered from agency's bill. The agency's staff shall be carried out the work strictly as per the log card on daily basis if fail that day will not be considered in measurement for the billing purpose and also penalty will be charged per day proportionally at the rate quoted.</p>	As per enclosed inventory For 12 months		Per Month	



VENDOR

*Sachin*  
*Mahesh*  
*Akshara Associates*  
*16/11/18*



	d. The materials required other than mentioned in 'Annexure A' for maintenance shall be included in the quoted rate.				
--	--	--	--	--	--

Rupees..... only



VENDOR  
*Sachin*  
*10/11/18*  
 Akshara Associate



**LIST OF SPARE FOR VRV UNIT.**

1. Condenser coil - outdoor unit
2. Cooling coil - cassette unit
3. Cooling coil - high wall unit
4. Body of outdoor unit
  - i. ODU base tray
  - ii. ODU right side panel
  - iii. ODU left side panel
  - iv. ODU blow clapboard
  - v. ODU net
  - vi. ODU top cover
  - vii. ODU top clapboard front & back
  - viii. Holder for water receiver
  - ix. Water collector
  - x. Clapboard supporting board
5. Body indoor unit - High wall unit
  - i. Front decorative panel
  - ii. Base pan assembly
  - iii. Installation plate
  - iv. Swing louver
  - v. Air outlet assembly
6. Body indoor unit - cassette unit
  - i. Bottom panel



VENDOR

Sachin  
- 10002

Akshara Associate  
- 16/18



Financial Bid:

169  
437

Sr No	Description	Qty	Rate/month/machine	Amount for 12 months
1	17.5 TR Package unit	3		
2	12 TR Package unit	3		
3	11 TR Package unit	4		
4	8.50 TR Package unit	5		
5	4.50 TR Package unit	1		
6	2 TR cassette type unit	4		
7	1.5 TR cassette type unit	4		
8	2 TR split	24		
9	1.5 TR split	16		
10	1 TR split	9		
			<b>Total</b>	



VENDOR  
Section  
10/11/82  
Akshara Associate





भारत सरकार / Government of India  
वाणिज्य एवं उद्योग विभाग / Ministry of Commerce & Industry,  
सीएफ - विशेष आर्थिक क्षेत्र प्राधिकरण / SEEPZ-Special Economic Zone Authority,  
अंधेरी (पूर्व) संवर्ध / Andheri (East), Mumbai - 400 096  
फोन / Tel.: 022-28294719 फैक्स / Fax: 28291885  
ई-मेल / E-mail: dseepz-mahen@in. वेबसाइट / Website: www.seepz.gov.in



No. SEEPZ-SEZ/ESTATE/AC/116/2017-18/VoH/13965/66/67

Dated 15/07/2019

To,  
M/s National Cooperative Construction &  
Development Federation of India Ltd.,  
3<sup>rd</sup> Floor, BFC Building,  
SEEPZ-SEZ, Andheri (E),  
Mumbai - 400096

Sub: Extension of Comprehensive Annual Maintenance Contract of  
packaged as well as split Air Conditioning units - reg.

Sir,

Please refer to your letter No. NFCD/MJM/SEEPZ/2019-20/36 dated 14/05/2019  
for extension of AMC for packaged as well as split Air Conditioning units installed at  
SEEPZ Service Centre Building, BFC Building, Gate No. 1, 2 and 3 in SEEPZ-SEZ.

2. In this connection, this is to inform that the Competent Authority has granted  
extension for a period of 03 months beyond 18/06/2019.
3. A copy of extension being granted by M/s NFCD to M/s Akshara Associates may  
be forwarded for record purpose.
4. This Issues with the approval of the Competent Authority.

Yours sincerely,

(Raju Kumar)

Asstt. Development Commissioner,  
SEEPZ-SEZ

Copy to:

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

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**SEEPZ SPECIAL ECONOMIC ZONE AUTHORITY**

**GOVERNMENT OF INDIA**

**MINISTRY OF COMMERCE & INDUSTRY**

**MUMBAI**

\*\*\*\*\*

**AGENDA ITEM NO. 6**

**A) Proposal:**

Hiring Security Services for SEEPZ SEZ along with SEEPZ SEZ Residential Complex (Govt. Quarters) for the year 2019-20.

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

Approval for Hiring Security Services for SEEPZ SEZ along with SEEPZ SEZ Residential Complex (Govt. Quarters) for the year 2019-20.

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

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

**D) Other information:**

The proposal was placed before the 35<sup>th</sup> Authority meeting held on 29/03/2019, wherein the Authority had approved said proposal for Rs. 37,28,200/- per month to M/s Singh Intelligence Security Pvt. Ltd. The work order dated 11/10/2018 was issued for a period of one year, which is expiring on 31/10/2019.

Further SEEPZ SEZ being the customs bonded area, security of the Zone is necessary, hence keeping in view the exigency of the security personnel, it is proposed that the existing contract may be continued till 31/12/2019 or finalization of the new agency, whichever is earlier.

It is also mentioned that the Authority has already initiated action for hiring the new agency through GeM for which the requisition for said work has been placed at GeM portal which will be opened on 25/10/2019.

On finalization of the said agency, the same will be intimated in the next Authority meeting.

**E) Recommendation :-**

Agenda for continuation of the existing contract is placed before the Authority for information.

\*\*\*\*\*





भारत सरकार  
GOVERNMENT OF INDIA 754

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.

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.

Received  
M/s Singh  
11/10/2018

10/10/18

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

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

*Handwritten signature*  
 10/10/18

- 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.

*Perforator*  
 (0)10/18

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.

*[Handwritten signature]*  
10/10/18

**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 GOL.
- 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]*  
 10/09/18

- 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.

*S. M. M. M.*  
10/10/18



Bid Number: GEM/2019/B/388913  
Dated: 15-10-2019

### Bid Document

#### Bid Details

Bid End Date/Time	25-10-2019 17:00:00
Bid Life Cycle (From Publish Date)	90 (Days)
Bid Offer Validity (From End Date)	30 (Days)
Ministry/State Name	Ministry Of Commerce And Industry
Department Name	Department Of Commerce
Organisation Name	Special Economic Zones
Office Name	Office Of The Development Commissioner
Item Category	Security Manpower Service , Security Manpower Service , Security Manpower Service , Security Manpower Service
Contract Period	12 Month(s)
Average Turnover (Last 3 Years)	95.2028535024 Lakh (s)
Project Experience Required	Yes
MSE Exemption For Years Of Experience And Turnover	No
Startup Exemption For Years Of Experience And Turnover	No
Document required from seller	OEM Annual Turnover
Bid to RA enabled	No

### Security Manpower Service ( - 20 )

#### Technical Specifications

Specification	Values
Category of Personnel	Security Guard Male
Working Days in a Week	6

#### Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Personnel Needed of above	Additional Requirement

			mentioned technical specification	
1	Rajesh Kumar	400096, Office of the Development Commissioner, SEEPZ-Special Economic Zone, MIDC Central Road, Andheri (EAST)	20	<ul style="list-style-type: none"> <li>• Minimum Wage per Shift (including PF, ESI, ELDI, Admin Charge) in INR : 733</li> <li>• Number of Service Days in a Month : 31</li> </ul>

**Security Manpower Service ( 64 )**

**Technical Specifications**

Specification	Values
Category of Personnel	Ex-Serviceman
Working Days in a Week	6

**Consignees/Reporting Officer and Quantity**

S.No.	Consignee/Reporting Officer	Address	Personnel Needed of above mentioned technical specification	Additional Requirement
1	Rajesh Kumar	400096, Office of the Development Commissioner, SEEPZ-Special Economic Zone, MIDC Central Road, Andheri (EAST)	64	<ul style="list-style-type: none"> <li>• Minimum Wage per Shift (Including PF, ESI, ELDI, Admin Charge) in INR : 733</li> <li>• Number of Service Days in a Month : 31</li> </ul>

**Security Manpower Service ( 7 )**

**Technical Specifications**

Specification	Values
Category of Personnel	Armed Security Guard
Working Days in a Week	6

**Consignees/Reporting Officer and Quantity**



S.No.	Consignee/Reporting Officer	Address	Personnel Needed of above mentioned technical specification	Additional Requirement
1	Rajesh Kumar	400096, Office of the Development Commissioner, SEEPZ-Special Economic Zone, MIDC Central Road, Andheri (EAST)	7	<ul style="list-style-type: none"> <li>• Minimum Wage per Shift (Including PF, ESI, ELDI, Admin Charge) in INR : 797</li> <li>• Number of Service Days in a Month : 31</li> </ul>

### Security Manpower Service ( 7 )

#### Technical Specifications

Specification	Values
Category of Personnel	Security Guard Female
Working Days in a Week	6

#### Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Personnel Needed of above mentioned technical specification	Additional Requirement
1	Rajesh Kumar	400096, Office of the Development Commissioner, SEEPZ-Special Economic Zone, MIDC Central Road, Andheri (EAST)	7	<ul style="list-style-type: none"> <li>• Minimum Wage per Shift (Including PF, ESI, ELDI, Admin Charge) in INR : 733</li> <li>• Number of Service Days in a Month : 31</li> </ul>

#### EMD Detail

Advisory Bank	State Bank of India
EMD Percentage(%)	2.00
EMD Amount	634686

#### ePBG Detail

Required	No
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**Note:**  
 1. **EMD EXEMPTION:** The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.  
 2. EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.  
 Beneficiary:

**LDC**  
**Office Of The Development Commissioner, Department of Commerce, Special Economic Zones, Ministry of Commerce and Industry**  
**(Rajesh Kumar)**

**Splitting**  
 Bid splitting not applied.

**Buyer Specific Additional Terms and Conditions**

- 1. OPTION CLAUSE:** The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity by up to 25% of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly.
- The buyer organization is an institution eligible for concessional rates of GST as notified by the Government of India. The services for which bids have been invited fall under classification of GST concession and the conditions for eligibility of concession are met by the Institution. A certificate to this effect will be issued by Buyer to the Seller after award of the Contract. Sellers are requested to submit their bids after accounting for the Concessional rate of GST.  
 Applicable Concessional rate of GST : 100%  
 Notification No. and date : 18/2017 dated 05/07/2017
- 3. AVAILABILITY OF OFFICE OF SERVICE PROVIDER:** An office of the Service Provider must be located in the state of Consignee. **DOCUMENTARY EVIDENCE TO BE SUBMITTED.**
- 4. Dedicated /toll Free Telephone No. for Service Support :** BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.
- 5. Escalation Matrix For Service Support :** Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support.
- 6. PAYMENT OF SALARIES AND WAGES:** Service Provider is required to pay Salaries / wages of contracted staff deployed at buyer location first i.e. on their own and then claim payment from Buyer alongwith all statutory documents like, PF, ESIC etc. as well as the bank statement of payment done to staff.

This Bid is governed by the General Terms and Conditions, conditons stipulated in Bid and Service Level Agreement specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

**---Thank You---**

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

**AGENDA ITEM NO. 7**

**A) Proposal:-**

1. Contract for removal/cutting of dead trees and trimming of grown trees at SEEPZ SEZ campus as well as SEEPZ Residential Complex for the year 2018-19.
2. Contract for Watering and maintenance of potted plants along median in SEEPZ SEZ premises 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 AMC for removal/cutting of dead trees and trimming of grown trees and watering and maintenance of the potted plants in SEEPZ Zone and Residential Quarters Complex.

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

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

**D) Other information:-**

1. The contract for removal/cutting of dead trees and trimming of grown trees at SEEPZ SEZ campus as well as SEEPZ Residential Complex for the year 2018-19. was awarded to M/s. S.K. Enterprises. vide work order no. SEEPZ-SEZ/ESTATE/TCT/248/2016-17/16333 dt. 22.06.2018 for Rs. 2,24,000/- per month (excluding IGST) for the period 22.06.2018 to 21.06.2019. No further extension was granted.
2. Further, another contract was awarded to M/s. S.K. Enterprises., for Watering and maintenance of potted plants along median in SEEPZ SEZ premises as well as SEEPZ Residential Complex (Govt. Quarters) for the year 2018-19., vide work order no. SEEPZ-SEZ/EMS/GC/27/2016-17/07988 dt. 29.03.2018 for Rs. 10,26,000/- per annum. The existing contract of M/s. S.K. Enterprises., is valid from 29.03.2018 to 28.03.2019. Further extension was granted vide letter no. 01.05.2019 till further orders.

In this regard, as the tender contract for trimming of trees has expired the same needs to be floated for engaging new agency Further, Competent Authority is of the view that instead of awarding the contract to new agency for two different works, the said tender may be floated clubbing of the work to one single agency i.e.

for trimming of trees and for Watering and maintenance of potted plants along median in SEEPZ SEZ as this act will be in the interest of economy, and contract will be managed by a solo vender.

This office had tried to hire the service provider s for the said work in the GeM portal. However, no service provider is available hence open tendering needs to be initiated. Hence, this office is in the process of preparation of single tender . On finalization of the new said agency, the same will be intimated to the Authority.

It is also proposed that the existing contractor may be asked to continue his agency for watering and maintenance of the potted plants and he may also be asked to trim the trees wherever and whenever necessary on the same amount of Rs. 10,26,000 per annum.

**B) Recommendation :-**

Proposal of continuation of the existing contract for both the works and tendering process for new agency with chubbing of trimming of trees and for Watering and maintenance of potted plants along median in SEEPZ SEZ Complex and Quarters are placed before the Authority for consideration.

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सत्यमेव जयते

742<sup>3</sup>  
भारत सरकार / GOVERNMENT OF INDIA

सीपज़ - 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/ESTATE/TCT/248/2016-17/16333/37/38/39/40 June 22, 2018

M/s. S. K. Enterprises  
220, Bldg. No. 4,  
MMRDA Colony,  
Rajiv Gandhi Nagar,  
J. V. Link Road, Powai,  
Mumbai - 400 072

Sub : Award of contract for removal / cutting of dead trees and trimming of grown trees  
at SEEPZ SEZ campus as well as SEEPZ residential complex for the year 2018-19

Sir,

Kindly refer to your tender submitted to this office by you in response to Tender  
No. SEEPZ SEZ/ESTATE/TCT/248/2016-17/12610, dated 15.05.2018.

In this connection, we write to inform you that the Competent Authority has  
approved your quotation for Rs. 2,24,000/- (excluding IGST) per month towards  
providing services for removal / cutting of dead trees and trimming of grown trees at  
SEEPZ SEZ campus as well as SEEPZ residential complex for a period of one year w.e.f.  
22.06.2018.

This award is however, subject to following conditions :

1. The contract is valid for a period of one year i.e. upto 21.06.2019.
2. You shall convey the acceptance of terms & conditions prescribed in the Tender  
Notice dated 15.05.2018 alongwith Security Deposit of Rs. 1,00,000/- through  
Demand Draft drawn in favour of "SEEPZ SEZ Authority Fund" within 3 working  
days from the date of issue of this communication.
3. You shall pay Security Deposit of Rs. 1,00,000/- before commencement of the  
Contract.
4. You shall carry out the work strictly as per the Scope Work and the Terms &  
Conditions of the Contract, prescribed in the Tender Notice dated 15.05.2018.
5. Failure to carry out the work to the satisfaction of the Competent Authority shall  
attract a penalty of Rs. 500/- per day and shall be directly deducted from the  
Security Deposit.
6. You shall not charge the IGST to SEEPZ SEZ Authority as the same is exempted  
from payment of Integrated Goods & Service Tax in terms of Section 16 of Chapter

.....2/-

VII of IGST Act, 2017, which provides for ZERO RATED SUPPLY OF GOODS OR SERVICE to SEZ Developer / SEZ unit. A copy of GSTIN Registration Certificate alongwith the form for claiming exemption from payment of IGST, is enclosed herewith. You shall follow the prescribed procedure for the same.

7. Payment shall be made monthly and only after verification of satisfactory performance.
8. All the other Terms & Conditions prescribed in the Tender Notice dated 15.05.2018 shall be applicable.

This issues with the approval of the Development Commissioner, SEEPZ SEZ.

Yours faithfully,



(Manesh Yadav)  
Estate Manager  
SEEPZ SEZ Authority

Encl.: As above.

Copy to :

1. The Security Officer, SEEPZ SEZ
2. The Pay & Accounts Officer, SEEPZ SEZ
3. The Disaster Management Section, SEEPZ SEZ Authority
4. The Billing Section of SEEPZ SEZ Authority



No. SEEPZ-SEZ/EMS/GC/27/2016-17/07988 | 07989 | Dated 23.03.2018  
07990

To,  
M/s S.K. Enterprises,  
220, Building No. 04,  
MMRDA Colony,  
Rajiv Gandhi Nagar,  
J.V. Link Road,  
Powai,  
Mumbai - 72

Sub: Work Order for watering and maintenance of potted plants along median in SEEPZ-SEZ premises as well as SEEPZ Residential Complex (Govt. Quarters) for the year 2018-19.

Sir,

Please refer to your quotation dated 22.03.2018 submitted in this office for subject work.

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

Quantity	Item Description	Rate (in Rs.)	Amount (in Rs.)
12	1. Maintenance of lawn at SEEPZ Residential Complex (Govt. Quarters) by mowing, deweeding and keep them in lush condition, all the time.	20,000/- per month	2,40,000/- per annum
	2. Trimming of hedges, maintenance of shrubs by watering, manuring and spraying insecticides from time to time at SEEPZ Residential Complex.	15,000/- per month	1,80,000/- per annum

Received  
23/03/2018

3. Rotation of potted plants at SEEPZ-SEZ Office premises every fortnight and maintenance of potted plants by watering, airing soil, timely manuring, spraying and insecticides etc.	10,000/- per month	1,20,000/- per annum
4. Watering, pruning and manuring of potted plants along median.	10,000/- per month	1,20,000/- per annum
5. Material like soil, manure, providing fertilizer insecticides required for maintenance.	15,000/- per month	1,80,000/- per annum
6. Periodical supervision at site as required to supervise and guide to gardener for proper maintenance of gardens.	5,000/- per month	60,000/- per annum
7. Work includes watering and maintenance of potted plants on daily routine basis.	10,000/- per month	1,20,000/- per annum
8. Replacement of all broken trees as well as pots, time to time.	500/- per month	6,000/- per annum
<b>Total</b>	<b>85,500/- per month</b>	<b>10,26,000/- per annum</b>

**Terms & Conditions:**

1. M/s S.K. Enterprises have to deposit 10% of the total contract value as Performance Security within 07 days from receipt of this Work Order. The DD should be drawn from any Nationalized or scheduled bank in favor of "SEEPZ Special Economic Zone Authority" payable at Mumbai. Failure to make the payment in stipulated period will result into cancellation / termination of the contract and thereby the EMD amount will be forfeited.
2. Performance Security will be refunded after successful completion of the contract.
3. The subject work shall be done only under the supervision of Caretakers or any other representative/s nominated by the SEEPZ-SEZ Authority for the said purpose.



4. All the costs in connection with clearing, lifting, removing and disposing of the weed and waste materials will be borne by M/s S.K. Enterprises and no expenditure will devolve on the Authority.
5. Spreading or Drying or segregation of the materials and weeds in the zone will not be allowed.
6. M/s S.K. Enterprises shall be responsible for all cleaning, watering and maintenance aspects of lawns and potted plants during the contract period.
7. If, M/s S.K. Enterprises fails to do the work of maintenance and watering properly without any justifiable reasons, the same will be treated as breach of contract and fine of Rs. 1000/- per day will be imposed and or contract shall be cancel / terminate without assigning any reason. In this regard, no representation will be entertained by Authority. On termination / cancellation of contract, M/s S.K. Enterprises shall not be entitled for any sum or sums, whatsoever, from the Authority by way of compensation, damages or otherwise.
8. The site of work situated in SEEPZ-SEZ and SEEPZ Residential Complex (Govt. Quarters). As, the SEEPZ-SEZ is a custom bonded area, hence M/s S.K. Enterprises have to obtain Gate Passes for their workers / staff at their own cost. No claim on this account shall be entertained by SEEPZ-SEZ Authority.
9. M/s S.K. Enterprises will engaged an authorized full time experienced person on this work capable of engaging and guiding the work and understanding the specifications. He will take orders as will be given by the Engineer-in-charge or his representative and shall be responsible for carrying them out. This person shall not change without prior intimation to the Engineer-in-charge and his representative on the work site.
10. M/s S.K. Enterprises will take all the precautions during the execution and maintenance of work, so as not to cause any damage to any property & shall be responsible to make it good at his cost as directed by the Engineer-in-charge.
11. If in the opinion of the Engineer-in-charge, any material, manure, fertilizer brought by the M/s S.K. Enterprises is defective, improper, unsuitable or not as per specifications, the same shall be removed within 24 hours from the receipt of written instructions from the Engineer-in-charge, otherwise the same will be disposed off by department at risk & cost of contractor & no claims will be entertained on this ground.
12. If the labour employed by M/s S.K. Enterprises is not found update mark, the contractor shall have to remove him/her from the site immediately.
13. ~~Accidents:~~ Should any accident, fatal or otherwise occur, a detailed report about the same shall be made promptly by the contractor to Engineer-in-



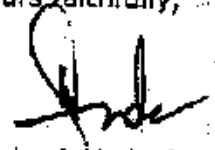
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charge, Police authorities & relatives of the persons who met with the accident & all cost involved therein shall be borne by M/s S.K. Enterprises.

14. **Technical & Supervisory Staff:** M/s S.K. Enterprises shall engage on the work a qualified & experienced supervisor capable of managing & guiding the work properly. This supervisor shall be authorized by M/s S.K. Enterprises in writing to receive orders issued by Engineer-in-charge from time to time. M/s S.K. Enterprises shall be responsible for carrying out these orders promptly. For this purpose M/s S.K. Enterprises shall employ adequate nos. of qualified persons to maintain the line, level & quality of work.
15. Extra charge for any item of work shall not be allowed unless the work to which it pertains is clearly beyond the spirit & meaning of the specifications or unless such work is ordered by the Engineer-in-charge & claimed for in the manner specified, before the work is taken in hand.
16. No employee of M/s S.K. Enterprises shall be at the place of his work except during his duty hours.
17. M/s S.K. Enterprises shall be responsible for the security and safety of the installations including and other moveable and immovable properties of the SEEPZ and shall ensure that strict vigil is maintained by the personnel so as not to cause loss or damage to the SEEPZ SEZ Authority, whatsoever.
18. The personnel engaged/ employed by M/s S.K. Enterprises in relation to this contract shall be under direct control of M/s S.K. Enterprises and there shall not exist any employer-employee relationship between the SEEPZ SEZ Authority and the Contractor his personnel in any way.
19. M/s S.K. Enterprises shall maintain muster roll of his personnel and other statutory records and make payment and submit authentic proof of such disbursement to the SEEPZ SEZ Authority in respect of payment to his personnel in accordance with the statutory provisions applicable if any.
20. The SEEPZ will not be responsible to make any payment in respect of the personnel of M/s S.K. Enterprises under any statutory obligation and/ or any statutes such as Contract Labour (Regulation and Abolition) Act, 1970, Employee's Provident Fund Act, 1952 or any other statutes in force and/or which will be in force, or any other act as applicable. It will be sole responsibility of M/s S.K. Enterprises to make the payments as applicable.
21. M/s S.K. Enterprise should submit if applicable, the copy of previous contributions towards EPF and ESIC within a period of three months from the date of issue of work order.
22. ~~M/s S.K. Enterprises shall be responsible for any loss or damage caused to the SEEPZ SEZ Authority properties on account of any act of commission or commission on the part of its personnel and Supervisors / representatives and the same will be made good from the payment payable to M/s S.K. Enterprises to the extent of the loss or damages so caused.~~

- 736
23. M/s S.K. Enterprises should make his own arrangement to allow weekly holiday / public holiday to the personnel but alternative arrangement must be made so that the personnel are available.
  24. M/s S.K. Enterprises shall be fully responsible against all claims, costs, charges arising out of personal injury or death to the employees. No accident risk of M/s S.K. Enterprises's employee will be covered by SEEPZ SEZ Authority. It is the entire responsibility of M/s S.K. Enterprises.
  25. To bring the labour force covered under the Employee State Insurance Scheme. SEEPZ SEZ Authority shall not be liable to pay any compensation.
  26. *This agreement shall remain in force initially for a period of 3 months from date of receipt of work order to and/ or up to completion of work. It will automatically come to an end on the expiry of the above contractual period however the said contract is liable to be terminated by giving 1 month Notice by either party.*
  27. The SEEPZ SEZ Authority reserves its right to deduct an amount billing amount of the wages payable to the party of the second part as security deposit and towards the effective performance of the said Agreement and the same will be returned after the expiry of the agreement.
  28. During the contract period, if any employee of M/s S.K. Enterprises is injured in any mishap, M/s S.K. Enterprises shall be responsible for taking necessary action directly without involving SEEPZ SEZ Authority in this behalf.
  29. M/s S.K. Enterprises shall also directly deal with any complaints or disputes or notices given by any Govt. Organizations without involving SEEPZ SEZ Authority.
  30. Terms and conditions of tender notice No. SEEPZ-SEZ/EMS/GC/27/2016-17/05982 dated 8<sup>th</sup> March, 2018 remains unchanged.

Yours faithfully,



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

Copy to:

1. The Security Officer, SEEPZ-SEZ for information and further necessary action.
2. Account Section, SEEPZ-SEZ Authority.



भारत सरकार / Government of India,  
वाणिज्य एवं उद्योग मंत्रालय / Ministry of Commerce & Industry,  
बीजेपी - विशेष आर्थिक क्षेत्र प्राधिकरण / SEEPZ-Special Economic Zone Authority,  
अंधेरी (पूर्व), मुंबई / Andheri (East), Mumbai - 400 096  
द्वारा / Tel.: 022-28294719 फैक्स / Fax: 28291385,  
ई-मेल / E-mail: ddcseepz-mah@dc.in, वेबसाइट / Website: www.seepz.gov.in

735  
SEEPZ  
OFFICE  
THE RESPONSE

No. SEEPZ-SEZ/ESTATE/WAM/14/2019-20/08996

Dated 01/05/2019

To,  
M/s S.K. Enterprises,  
220, Building No. 04,  
MMRDA Colony,  
Rajiv Gandhi Nagar,  
J.V. Link Road,  
Powai, Mumbai - 72

Sub: Extension of contract for 'watering and maintenance of potted plants along median in SEEPZ-SEZ premises as well as SEEPZ Residential Complex (Govt. Quarters) for the year 2018-19'.

Gentlemen,

Please refer work order dated 29/03/2018 for 'watering and maintenance of potted plants along median in SEEPZ-SEZ premises as well as SEEPZ Residential Complex (Govt. Quarters) for the year 2018-19'.

2. In this connection, this is to inform that the Competent Authority in this office has granted extension to the work order No. SEEPZ-SEZ/EMS/GC/27/2016-17/07988 dated 29/03/2019 beyond 29/03/2019 on same rate quoted by you in your quotation dated 22/03/2018 till further orders.

3. Terms and conditions of the tender notice will remain unchanged.

Yours sincerely,

(Raju Kumar)

Asstt. Development Commissioner,  
SEEPZ-SEZ

Copy for information to:

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



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 फ़ैक्स / Fax: 28291754  
ईमेल / E-mail: ddcseepz-mah@nic.in वेबसाइट / Website: www.seepz.gov.in

No. SEEPZ-SEZ/ESTATE/TOT/248/2016-17/12610

Dated 15.05.2018

### NOTICE INVITING TENDER

**Sub:** Tender for removal/cutting of dead trees and trimming of grown trees at SEEPZ-SEZ campus as well as SEEPZ Residential Complex (Govt. Quarters), Andheri (E), Mumbai.

The SEEPZ-SEZ Authority invites sealed quotations for removal/cutting of dead trees and trimming of grown trees on yearly basis.

#### ➤ SCOPE OF WORK:

1. The contract is for removal / cutting of dead trees and trimming of grown trees cutting / Removal of cut trees at SEEPZ-SEZ campus.
2. It is the responsibility to :
  - a. conduct survey of SEEPZ SEZ premises and SEEPZ Residential complex for identifying number of dead trees / branches.
  - b. obtain necessary permission / approvals from the competent authority for Trimming of trees and branches.
  - c. make suitable arrangement for removal of cut down wood and transportation of the same to the designated places, outside SEEPZ premises.
  - d. obtain necessary approvals required for undertaking the activities prescribed from competent authority covered under scope of work.
3. Bidder will supply necessary labour, equipments for successful completion of the contract.
4. The work consists of following activities. (a) Complete cutting, trimming and clearing of the trees in the designated area. (b) The removal of all wood. (c) Loading of cut wood in to the vehicles, making weighment and submission of weighment document to the Estate Manager, SEEPZ-SEZ

- Authority (d) Obtaining necessary approvals required for undertaking the activities prescribed above, from competent Local Authorities.
- 5. All kind of wastes generated from this work, shall be removed / cleared by the contractor and or directed by the SEEPZ-SEZ Authority.

**Tree removals:** SEEPZ-SEZ Authority will mark and specify every individual tree to be cut or trim. No other trees shall be cut or trimmed to facilitate removal. The bidder shall supply a sufficient amount of labour and equipment to remove each tree in sections. The bidder must follow practices as per Maharashtra state Forest Department Work Manual. During any emergency in case of fallen down of the trees, the vendor will required to be present within 2 hrs. from receiving intimation from the SEEPZ SEZ Authority, failing which a penalty of Rs. 1000/- (Rupees One Thousand only) will be imposed.

**Wood:** The bidder shall be responsible for the complete removal and disposal of all wood. Wood may be temporarily stored up to maximum of ONE (1) day - on location approved by SEEPZ-SEZ Authority. All the wood shall be disposed of within the contractual period, failing which penalty of Rs. 1,000/- (Rupees One Thousand only) will be imposed.

**Disposal of Waste:** The bidder shall be responsible for disposal of all materials or waste resultant from the work, at no extra expense to the SEEPZ-SEZ Authority.

**Equipment:** The bidder may be required to use a mobile crane in the performance of the operation. The bidder should take permission from Estate Manager, SEEPZ-SEZ Authority before mobilizing the crane. In case any power line clearance required from RELIANCE ENERGY when operating near the power lines, the contractor must inform SEEPZ-SEZ Authority well in advance to avail line clearance from RELIANCE ENERGY.

**Labour Rates & Labour Payments:** All the Acts and Rules regarding payment and other conditions of employing labour on the work shall be binding on the contractors. The provisions of Workmen's Compensation Act are also binding on the contractor who shall be responsible for making all payments due under the Act, in case of accident. The provisions of Contract Labour (Regulation & Abolition) Act, 1970 are binding on the contractor.

*\*\*If the labour employed by the contractor is not found up to the mark, the contractor shall have to remove him/her from the site immediately.*

**Incidents:** The bidder must comply with Indian Safety Standards. All incidents with respect to personal injury, damage to SEEPZ-SEZ infrastructure, public

and private lands & properly and the environment are to be reported to Estate Manager, SEEPZ-SEZ Authority. Should any accident, fatal or otherwise occur, a detailed report about the same shall be made promptly by the contractor to Police Authorities and relatives of the persons who met with the accident and all cost involved therein shall be borne by the contractors. The bidder shall comply with all statutory compliances.

➤ **PROCEDURE FOR SUBMISSION OF TENDER:**

1. The interested bidder should conduct a detailed survey of trees in SEEPZ SEZ premises and SEEPZ Staff Quarters, before submitting the tender to enable him to submit the proper bid and to avoid any confusion. For this purpose, he may contact the Estate Manager for obtaining permission to enter into SEEPZ premises on any working day between 10:00 am to 5:00 pm before submitting the tender. It may please be noted that the bid submitted without carrying out the survey as stated above, will not be considered for evaluation and will be disqualified.
2. The envelope containing quotation shall be super scribed as "Tender for removal / cutting of dead trees and trimming of grown trees at SEEPZ-SEZ campus as well as SEEPZ Residential Complex (Govt. Quarters)". Name of the agency should be mentioned on the envelope.
3. The envelope shall contain following:-
  - a. Financial quote shall indicate costs offered for said work in prescribed format as indicated in Annexure-A.
  - b. Demand Draft of Rs. 25,000/- (Rupees Twenty-five thousand only) in favour of "SEEPZ-SEZ Authority Fund" payable at Mumbai as Earnest Money Deposit.
  - c. Self certified copies of PAN and GST Registration.
4. The tender shall be deposited in the tender box kept at ground floor near Inward Section of Development Commissioner's Office, SEEPZ-SEZ, Andheri (E), Mumbai - 400 096.
5. Non-adherence to the requisite compliance with regard to the conditions, will result into rejection of the tender document and no appeal / request will be entertained.
6. Last date for submission of quotation is 08/06/2018 till 2:30 p.m. and same will be opened at 4:00 p.m. on same day in the presence of bidders or their representatives.



► **TERMS & CONDITIONS OF CONTRACT:**

1. The successful bidder will be required to deposit an amounting to Rs. 1,00,000/- (Rupees One lakh) as Performance Security.
2. The tender shall be awarded for a period of One (01) year from the date of award of contract. After expiry of the contract, further extension will be granted, subject to the performance of the bidder.
3. Successful bidder will be permitted to enter only along with Labour, equipments, operating materials and vehicle, without these, the bidder will not be permitted to enter in to the campus.
4. Bidders shall sign each and every page of the tender notice and submit with the bid, in token of having understood the terms and conditions of the tender notice.
5. If the date of opening of tender happens to be closed or Holiday, the tender will be opened at the same time on the following working day.
6. The tender for the work will be based on single bid system.
7. No commercial or technical conditions or clarification of any sort shall be indicated by the bidder in envelope otherwise, the tender shall be liable to be rejected.
8. SEEPZ-SEZ Authority shall not be bound to accept the highest tender and reserves the right to reject any or all the Tenders without assigning any reason.
9. The bidder shall not have the liberty to withdraw or modify his tender or any terms and conditions thereof before the expiry of said period.
10. Any withdrawal or modification made within the said period constitutes breach of contract and the bidder shall be liable for damages to the SEEPZ SEZ Authority and will result into forfeiture of Earnest Money Deposit.
11. In the event of any dispute arising in connection with this contract, it is further agreed that disputes shall be referred to the arbitration of a DC, SEEPZ-SEZ, Mumbai.
12. All disputes arising out of or in any way connected with the agreement shall be deemed to have arisen at Mumbai and only courts in Mumbai shall have jurisdiction to determine the same.





- 13. Any tender which propose any alterations to any of the conditions laid down or proposes any other conditions of any description whatsoever is liable to be rejected.
- 14. Bidder shall initial all correction; sign all pages of the tender documents and all the drawing accompanying the tender document before submission of the tender.
- 15. In the event of any discrepancy between description in words and figures of rate quoted by the bidder, the rate quoted in words shall prevail.
- 16. Each bidder must make his own estimate for the proposed work before submitting his bid and must satisfy himself by personal examinations as to the local conditions to be met while completing the specified work. He is not claim at any time after the submission of his bid that there was any misunderstanding of the terms and conditions of the contract relating to the site conditions. The bidders are advised to visit site & inspect the area where tree cutting needs to be carried out by making prior appointment with the Accepting Officer giving sufficient time.
- 17. The site may be inspected at the Campus between 10.00 a.m. to 5.00 p.m. on only working day with the prior permission of the Estate Manager, SBHPZ-SEZ Authority.
- 18. The submission of a tender by a bidder implies that he has read this notice and the condition of contract and has made himself aware of the scope of this tender, local condition and other factors.
- 19. Earnest Money Deposit is compulsory for all the vendors including State Government / Statutory Bodies / Enterprises / Undertakings etc., failing which, tender will be rejected.
- 20. In case, the contractor/firm after quoting withdraw from the tender or refuse/delay in commencing the work or stop the work abruptly, their EMD/SD, as the case may be, will be forfeited.
- 21. The bidders shall depute their authorized representative at the time of opening the tender if they so desire. However such representatives shall be issued with authorization letter by the bidders with the signature of representative duly attested.
- 22. The bidder / purchaser's workmen shall have to abide by the rules and regulations including safety and security regulations. Entry inside the works

would only be against Gate Pass for his men and equipment for which purchaser will have to apply in advance before commencement of deliveries.

23. The bidder / purchaser shall ensure that his workmen do not loiter around within the campus area. They shall not touch any material except the materials offered/sold to them. If any of his / their workmen even found violating these restrictions, the purchaser shall be responsible for making good the loss to the owner on which owner's decision shall be final and binding.

24. The prices submitted be inclusive of all costs doing the, including, Labour, benefits, equipment, operating materials, transportation of cut trees.

25. **PAYMENT SCHEDULE:-** Where a bid has been finally accepted the purchaser shall be required to pay the balance of the purchase consideration has to be made in advance before lifting materials. The amount paid shall be adjusted against actual quantity of material removed from site each day. Removal of cut trees is allowed if sufficient advance payment is available with Authority.

26. In the event of non-fulfillment of the terms and conditions of the tender as well as non-adherence to the scope of work, by the awardee of contract, SEEPZ-SEZ Authority shall have the liberty to impose the penalty, forfeiture of security deposit / earnest money deposit and / or cancel the contract with immediate effect.

27. Bidder should not have any criminal background. In this regard, bidder have to submit an affidavit on Rs. 100/- stamp paper duly notarized.

  
(Mahesh Yadav)  
Estate Manager,  
SEEPZ-SEZ Authority

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

\*\*\*\*\*

**AGENDA ITEM NO. 8**

**A) Proposal:**

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

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

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

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

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

**D) Other information:**

The tender for appointment of CAG Empanelled Chartered Accountant Firm for Internal Audit for the year 2017-18 was floated on the website.

Accordingly, on receipt of 20 bids, the same were opened on 23.08.2018. After evaluation of technical bids, the Committee unanimously recommended to award contract for a year to M/s Sunita Agarwal for Internal Auditing of the year 2017-18 & 2018-19 @ remuneration of Rs. 5,88,000/- per annum. Accordingly, the work order had been issued vide letter No. SEEPZ-SEZ/ESTATE/TIA/199/2017-18/24375 dated 09.10.2018.

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

As their contract has expired on 08.10.2019, and they are auditing the accounts, it is proposed that their existing contract may be extended for a further period of one year with 10% escalation in terms of clause (xiv) of said work order.

**E) Recommendation:**

The proposal for engagement of Internal Audit viz. M/s. Sunita Agarwal for the year 2018-19 and further extension for one year is submitted before the Authority for consideration.

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सत्यमेव जयते

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

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

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

Dated 09/10/2018

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

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

Sir,

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

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

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

**1. SCOPE OF WORK-**

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

Page 1 of 4

अध्यक्ष Chairperson 28290856

सचिव Secretary 28294770

प्रबंधक (अस्था) Manager (Estate) 28294770

फैक्स / Fax : 28291385 / 28291754

ई-मेल / E-mail : [dsseepz-mah@nic.in](mailto:dsseepz-mah@nic.in)

वेबसाइट / Website : [www.seepz.gov.in](http://www.seepz.gov.in)

सीपज़ विशेष आर्थिक क्षेत्र प्राधिकरण के इतले कार्यालय - राजभाषा के संग

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

**2. TERMS & CONDITIONS:**

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

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

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

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

*PL. Muthu*  
*09/10/18*

(PL. Muthu)  
Asstt. Development Commissioner  
SEEPZ-SEZ

Copy to:

Billing Section, SEEPZ-SEZ Authority.



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

No. SEEPZ-SEZ/ESTATE/TIA/199/2017-18/13763

Date: 02.08.2018

### NOTICE INVITING TENDER

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

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

#### 1. IMPORTANT POINTS TO NOTE:

1.1	Pre-bid conference	09/08/2018 at 11.30 AM at the Office of the Estate Manager, SEEPZ SEZ Authority
1.2	Technical Bid	The tenderer should attach the copy of the self attested documents as per <u>Annexure-A</u>
1.3	Estimated cost involved for providing service per year	Rs. 10.00 lakh
1.4	Period of sale of tender document	01/08/2018 to 23/08/2018 up to 12:00 hrs. and the tender documents may be downloaded from <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>
1.5	Cost of tender documents	Free of Cost
1.5	Last Date of submission of bid	23/08/2018 at 14.00 hrs.
1.7	Date & Time of opening of tender document	23/08/2018 at 15.30 Hrs at the Estate Manager Office, SEEPZ-SEZ Authority.
1.8	Security Deposit/ Performance Guaranty Deposit (PGD)	10% of the Contract value.
1.9	EMD / Bid Security	Rs. 25,000/-



**(I) SCOPE OF WORK:**

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

**(II) PROCEDURE FOR SUBMISSION OF QUOTATION:**

1. The Quotations should be submitted in two bid systems in two separate envelopes as under:  
**Envelope 1** superscribed "Technical Quotation" should contain the documents required for Technical Eligibility, as stated in Annexure - A.  
  
**Envelope 2** superscribed "Financial Quotation" should contain the value as stated in Annexure - B.
2. Both sealed envelopes should be submitted together in larger cover superscribed as "QUOTATION FOR INTERNAL AUDIT IN SEEPZ-SEZ AUTHORITY FOR F.Y. 2017-18 & 2018-19" on the top and address to "The Manager (Estate), SEEPZ-SEZ Authority, SEEPZ-SEZ, Andheri (East), Mumbai- 400096.
3. The sealed envelope mentioned above will be received by this office up to 14.00 hrs. on 23.08.2018, by post / courier by the applicant personally or through his authorized representatives or the same can be dropped in the Tender box kept on the ground floor, near Inward Section especially for Quotations.
4. Quotations received late, unsealed and without superscription are liable to be rejected.



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

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

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

**(III) OPENING OF QUOTATION:**

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

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

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

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

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

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

**(V) OTHER TERMS AND CONDITIONS:**

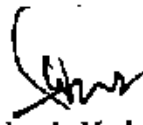
1. The successful applicant shall render the services as mentioned in the scope of work, failing which the same will be treated as breach of contract / work order and in that case the Authority will have the right to cancel / terminate the contract / work order, without assigning any reason and EMD/Performance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



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

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



(Mahesh Yadav)

Estate Manager

SEEPZ-SEZ Authority

**ANNEXURE - A**

**TECHNICAL BID FORMAT**

1. Name of the Firm:
2. Address with PIN Code:
3. Contact Nos. i.e. Mobile, Landline:
4. Email:
5. EMD of Rs. 25,000/-.
6. Copy of PAN & GST registration of the firm.
7. Copy of C&AG empanelment.
8. Copy of registration in ICAI.
9. Copy of Income Tax paid during last 3 years.
10. Overall experience of min. 10 years (attach proof)
11. The applicant must be a Chartered Accountant Firm (partnership) having min. 2 Chartered Accountant employees as on 31.07.2018.
12. Average turnover of the firm should not be less than 50.00 lakhs during financial years 2015-16, 2016-17 & 2017-18 (attach proof).
13. Experience of minimum 3 years' during last 10 years of Internal Audit in Central Government / Central Government Autonomous Body / Government of Maharashtra / Government of Maharashtra Autonomous Body. (attach proof)
14. Office must be in Mumbai. In this respect, copy of telephone bill, electricity bill, agreement copy, if any etc. should be submitted along with technical bid.
15. Affidavit duly notarized on Rs. 100/- non-judicial stamp paper to the effect that the "firm/company has not been blacklisted nor come any adverse notice by any office of Central/State Govt./Semi-Govt./Public Sector Undertaking".
16. An undertaking stating that the bidder shall not assign, transfer, pledge or sub contract the performance of services or part of services and shall further undertake to comply with the terms and conditions of the Tender documents.
17. Self declaration of Acceptance of Terms and Conditions duly signed by the bidder/firm(s) in token of having understood and agreed must be attached.

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

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 Authorized signatory

Name:

Designation:

Name & Address of the firm:



**ANNEXURE - B**

**FINANCIAL BID FORMAT**

Category	Fees for 1 month (INR)	Fees for 12 months (INR)
Professional fee for Internal Audit in SEEPZ-SEZ Authority for the <i>E.Y. 2017-18</i>		
Professional fee for Internal Audit in SEEPZ-SEZ Authority for the <i>E.Y. 2018-19</i>		
<b>Total Rs.</b> (in figures & 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.*

Signature of the Authorized signatory

Name:

Designation:

Name & Address of the firm:

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

\*\*\*\*\*

**AGENDA ITEM NO. 9**

**A) Proposal:**

Hiring Services of Chartered Accountant Firm for the year 2019-20.

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

Approval for hiring of services of Chartered Accountant Firm for the year 2019-20.

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

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

**D) Other information:**

The proposal was placed before the 35<sup>th</sup> Authority meeting held on 29/03/2019, wherein it was decided to expedite the procedure of tendering within 6 months time. Accordingly, this office published tender notice dated 09/05/2019 and invited the bids. As per tender notice, the bids were opened on 21/06/2019. After evaluation of technical bids, following Selection and Evaluation procedure, the Committee unanimously recommended award of contract to M/s Jain V. & Co. for Rs. 29,16,000/- per annum. Accordingly, the work order has been issued vide letter No. SEEPZ-SEZ/ESTATE/CAF/120/2018-19/15404 dated 05/08/2019 for a period of one year w.e.f. 01/11/2019.

As the existing Chartered Accountant firm M/s. R.Devendra Associates are in the finalization of the Accounts and handing over the said accounts, their existing contract was extended upto 31.10.2019.

**E) Recommendation:**

The proposal for engagement of Chartered Accountant Firm viz. M/s. Jain V & Company for the year 2019-20 w.e.f. 01.11.2019 is submitted before the Authority for consideration.

\*\*\*\*\*



सत्यमेव जयते

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

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

No. SEEPZ-SEZ/ESTATE/CAF/120/2018-19/15464

Dated 05/08/2019

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

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

Gentlemen,

Please refer to your quotation for subject work.

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

3. SCOPE OF WORK:

> Accounts Department-

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

अध्यक्ष Chairperson 28290856

सचिव Secretary 28294770

प्रबंधक (संवदा) Manager (Estate) 28294770

फैक्स / Fax : 28291385 / 28291754

ई-मेल / E-mail : dcseepz-mah@nic.in

वेबसाइट / Website : www.seepz.gov.in

सीएज विशेष आर्थिक क्षेत्र प्राधिकरण के बढ़ते कदम - राजभाषा के सर

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8. Issue of No dues certificate for Rent, Gate pass and Fine & Penalty dues as and when the unit de-bonded / desired.
9. Day to day accounting of Receipts and expenditure.
10. Providing updated outstanding balances of units on regular basis & as and when required by Management;
11. Accounting of Maintenance & Repairs taking into account the utilization Certificate, work completion report by consultant and respective bills.
12. Accounting of Aside work taking into account the utilization certificate, work completion report by consultant and respective bills;
13. Filing of Income Tax Returns / TDS Returns of Authority and DC Office.
14. Filing of GST returns within due dates;
15. Filing of Revised returns of TDS, VAT, TCS of earlier periods if required.
16. Ensuring all Statutory compliance including filing all monthly/Quarterly/Half Yearly/Yearly returns of Authority and DC Office.
17. Calculation of yearly usage charges to be collected from units;
18. Preparation of Accounting data as per format as required by Ministry from time to time;
19. Coordination with CAG/Customs Receipt Audit officials regarding query resolution, Internal auditor, tax auditor with respect to data required from accounts.
20. Drafting of comments on the observations made/queries raised by C&AG Authorities, reply to internal audit queries in respect of accounting issues;
21. Preparation of Annual accounts of the Authority pertaining to a financial Year latest by 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.
17. Professional fees for Income Tax Assessment.

4. CONDITIONS:

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

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

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

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

Yours sincerely,

Ashish  
5/8/19

(Ashish Mishra)

Specified Officer / Estate Manager,  
SEEPZ-SEZ Authority

Copy to:

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



भारत सरकार / Government of India,  
वाणिज्य एवं उद्योग मंत्रालय / Ministry of Commerce & Industry  
सीपज़ - विशेष आर्थिक क्षेत्र प्राधिकरण / SEEPZ-Special Economic Zone Authority  
अंधेरी (पूर्व), मुंबई - 400 096/ Andheri (East), Mumbai - 400 096  
दूर. / Tel.: 022-28294719 फैक्स / Fax: 28291385  
ईमेल / E-mail: dcseepz-mah@nic.in वेबसाइट / Website: www.seepz.gov.in



No. SEEPZ-SEZ/ESTATE/CAF/120/2018-19/ 20487

Dated 17/10/2019

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

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

Gentlemen,

I am directed to inform you that this office has appointed new firm i.e. M/s Jain V. & Co. to carry out subject work in SEEPZ-SEZ. The Competent Authority has conveyed the message to the new agency to commence their activities in SEEPZ-SEZ w.e.f. 01/11/2019.

1. In view of the above, you are requested to complete handover/takeover on or before 31/10/2019, so that new agency may take up the assignment.
2. This issues with the approval of the Competent Authority.

Yours sincerely,

(Raju Kumar)

Asstt. Development Commissioner

Copy for information to:

1. The Estate Manager, SEEPZ-SEZ Authority.
2. Security Officer, SEEPZ-SEZ.
3. M/s Jain V. & Co.



(10)

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-SBZ/EMS/GC/RDK/48/2017-18/Payment File/2142] 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...

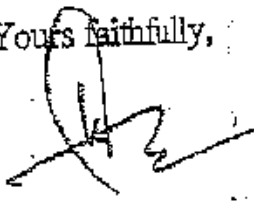
Sir,

In continuation of the office Letter No. SEEPZ-SBZ/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-SBZ/EMS/GC/ACA/31/2015-16/18955 dated 14.12.2015 (Billing Services) and Work No. SEEPZ-SBZ/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,



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संघीय विशेष अर्थिक क्षेत्र - इंदौर  
संघीय सेवा-केंद्र भवन, सीएफ-सेज,  
अंधेरी (पू), मुंबई - 400 096

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 (BKG)  
SEEPZ-SEZ Authority



सत्यमेव जयते

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संघ सरकार / GOVERNMENT OF INDIA,

सीज़ - 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/ESTATE/CAF/197/2017-18/03606

April 16, 2018

M/s. R. Devendra Kumar & Associates,  
205, Blue Rose Industrial Estate,  
Western Express Highway, Borivali (E),  
Mumbai - 400 066.

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

Sir,

In continuation of this office letter No. SEEPZ SEZ/BMS/GC/RDK/48/2017-18/19358, dated 19.09.2017, we write to inform you that validity period of contract awarded to you vide this office letter No. SEEPZ SEZ/EMS/CA/03/2015-16/13649, dated 01.06.2016 is further extended for the period upto 31.05.2018.

The other terms & conditions mentioned in the letter No. SEEPZ SEZ/EMS/CA/03/2015-16/13649, dated 01.06.2016 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 (Billing Deptt.), SEEPZ SEZ Authority.

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



सत्यमेव जयते

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

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

No. SEEPZ-SEZ/EMS/GC/RDK/48/2017-18 / 19<sup>th</sup> September, 2017

13359

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

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सिंहगिरी संसदीय संघ प्रसिद्धिका  
सिंहगिरी-केंद्र, पंचम मील-सिंहगिरी  
मुंबई-४०० ०६६

SEEPZ-SEZ AUTHORITY  
SEEPZ-SEZ AUTHORITY  
SEEPZ-SEZ AUTHORITY

F. No. SEEPZ-SEZ/EMS/GC/ACA/31/2015-16 18955

14.12.2015

M/s R. Devendra Kumar & Associates.  
205, Blue Rose Industrial Estate,  
Near Petrol Pump,  
Western Express Highway, Borivali (East),  
Mumbai - 400 066

Sub: - Hiring of services from the Recognized Accountancy / Chartered Accountant Firm in SEEPZ-SEZ Authority.

Sir,

Kindly refer to your tender (Financial quote) dated 20.10.2015 on the above subject.

In this connection, we write to inform you that the Competent Authority has accepted the tender and approved your appointment as Chartered Accountant firm. The scope of work are as follows:

- i) Generation of bills to Gate Pass on day-to-day basis.
- ii) Generation of wage font bills on monthly basis.
- iii) Generation of bills relating to financial penalties on day-to-day basis.
- iv) Ensuring the delivery of bills to the units.
- v) Ensuring bills are updated in Account Branch.
- vi) Receipt of pay-rolls in form of DD's etc. in bank and reconciliation of account on day-to-day basis.
- vii) Ensuring that all payments are updated in the Account Branch.
- viii) Keeping records in orderly manner and handing over records to Record Keeper at regular intervals.

\_\_\_\_\_  
 Joint Chairman  
 \_\_\_\_\_  
 Joint Secretary  
 \_\_\_\_\_  
 Joint Manager

(5)

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Terms and Conditions:

- 1) The charges shall be Rs. 1,00,500/- 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.S. Shukla)

Deputy Development Commissioner  
SEEPZ-SEZ



सत्यमेव जयते

(4)

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

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

No: SEEPZ-SEZ/EMS/GC/RDK/48/2017-18/ 19<sup>th</sup> September, 2017  
13358

To,  
M/s. R. Devendra Kumar & Associates  
205, Blue rose Industrial Estate,  
Westam 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  
Date



संस्कृत २०१६

सीएज विशेष आर्थिक क्षेत्र प्राधिकरण  
सीएज सेवा-केन्द्र भवन, सीएज-विभागे  
अंधेरी (पूर्व), मुंबई - ४०० ०९६.

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

File No. SIEEPZ/SEZ/EMS/CA/03/2015-16/12649

Date: 01.06.2016

Devendra Kumar and Associates  
195/ Blue Rose Industrial Estate,  
Near Petrol Pump,  
Western Express Highway,  
Borivali East,  
Mumbai - 400 066.

Appointment of Chartered Accountant firm for the SIEEPZ SEZ Authority  
financial year 2016-17.

I am directed to refer to your letter dated 23.04.2016 on the above subject and  
subsequent interaction with this office and to say that the Competent Authority has  
approved your appointment as Chartered Accountant firm for the financial year 2016-

Scope of Work:

Accounting and Book Keeping including Statutory Compliance and filing returns  
which specifically include the following:

Preparation of Balance Sheet for the FY 2016-17;

Preparation of Income & Expenditure Account for the FY 2016-17;

Statement of Receipt & Payment as prescribed by Comptroller & Auditor

General of India, Ministry of Finance.

Continue.....2/-  
R. Desai  
05/6/16



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- 4. Schedules to the above financial statements;
- 5. Instructions and Accounting Principles;
- 6. Notes and Instructions for schedules;
- 7. Preparation of Budget;
- 8. No dues certificate for rent, gate pass and fine & penalty dues as and when the unit debonded;
- 9. Accounting of maintenance & repairs taking into account the utilization
- 10. Certificate, work completion report by consultant and respective bills;
- 11. Accounting of static work taking into account the utilization certificate, work completion report by consultant and respective bills;
- 12. Filing of Income Tax return of Authority;
- 13. Filing of TDS return on quarterly basis;
- 14. Filing of TCS return on quarterly basis;
- 15. Filing of VAT returns as per periodicity prescribed;
- 16. Ensuring Statutory Compliance;
- 17. Calculation of yearly usage charges to be collected from units;
- 18. Preparation of accounting data as per format as required by Ministry from time to time;
- 19. Coordination with C & AG officials with respect to data required from accounts;
- 20. Drafting of C & AG Para-replies in respect of accounting issues;
- 21. Preparation of Annual Accounts of the Authority pertaining to a financial Year latest by 30th day of June 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. Day to day reconciliation;
- 24. All related queries dak put on part file
- 25. All work relating to payment after issue of sanction letter.
- 26. Any other item relating to accounts or book keeping not specifically which is required for Accounting and Book Keeping.

Continue.....3/

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Terms and Conditions:

The annual auditing charges shall be Rs.18,00,000/- (Eighteen lacs only) which shall be released on Monthly basis, after deducting applicable TDS.

You shall be required to attend meeting of the SEEPZ SEZ Authority or any other meeting as may be intimated to you.

You are requested to confirm your acceptance on or before 6<sup>th</sup> June, 2016.

Yours Faithfully

(V. P. Shukla)  
Estate Manager,  
SEEPZ-SEZ Authority



Ministry of Commerce and Industry  
 Government of India  
 SEEPZ Special Economic Zone Authority  
 SEEPZ, Andheri (B), Mumbai - 400096  
 Contact: 022-26241311, Fax: 26241365  
 E-mail: [info@seepzauthority.com](mailto:info@seepzauthority.com), Website: [www.seepz.gov.in](http://www.seepz.gov.in)



No. SEEPZ/SEZ/MS/ES/411/2019/05/17-19

Date: 01/05/2019

**NOTICE INVITING TENDER**

Supply of the services of Chartered Accountant Firm in SEEPZ-SEZ, Andheri (B) Mumbai.

The SEEPZ Authority an autonomous body under Ministry of Commerce and Industry, Government of India invites sealed quotations from registered Chartered Accountants and Firms for the supply of the services of Chartered Accountant Firm in SEEPZ-SEZ, Andheri (B) Mumbai.

**I. IMPORTANT POINTS TO NOTE**

1.1	Invitation Reference	MS/ES/411/2019/05/17-19 at 11BC ANI at DC Office, 2 <sup>nd</sup> Floor, SEEPZ-SEZ, Andheri (B), Mumbai - 400096
1.2	Technical Bid	The tenderer should attach the copy of the self attested documents as per Annexure-C.
1.3	Evaluation and Selection	As per Annexure - D
1.4	Cost of tender documents	Free of Cost
1.5	Last Date of submission of duly filled in tender documents with time (sealed condition)	01/05/2019 up to 14:30 hrs.
1.6	Date & time of opening of tender document	01/05/2019 at 15:00 Hrs at DC Office, 2 <sup>nd</sup> Floor, SEEPZ-SEZ, Andheri (B), Mumbai - 400096 (if possible)
1.7	Security Deposit / Performance Guaranty Deposit (PGD)	10% of the Contract Value
1.8	EMD / Bid Security	Rs. 5,00,000/-

**II. PROCEDURE FOR SUBMISSION OF QUOTATION:**

- The Quotations should be submitted in two bid systems in two separate envelopes as under:
  - Envelope - I superscribed "Technical Quotation" should contain the documents required for technical eligibility as per Annexure - A.

1. The Quotation Form shall be filled up in the following manner:-

2. The Quotation Form shall be filled up in the following manner:-  
a. The Quotation Form shall be filled up in the following manner:-  
b. The Quotation Form shall be filled up in the following manner:-

3. The Quotation Form shall be filled up in the following manner:-
4. The Quotation Form shall be filled up in the following manner:-
5. Every page of the Quotation Form shall be duly signed in the bottom of all pages.
6. Every correction / deletion / addition / overwriting in respect of the Quotation shall be signed by Applicant.
7. Incomplete, ambiguous and contradictory quotations will not be entertained.
8. The Quotation must be signed by the authorized person of the firm.
9. 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 lower of the two will be taken as correct rate.
10. The Quotation should be accompanied by Earnest Money Deposit (EMD) for Rs. 5,00,000/- (Rupees Three lakh twenty thousand) in the form of Demand Draft / pay order, drawn on any nationalized or scheduled bank in favour of 'SEEPZ Special Economic Zone Authority Fund' payable at Mumbai. Cash payment, cheques and other mode of payment shall not be accepted.
11. The Applicant may represent themselves personally or through authorized representative, if any, at the time of opening of Quotation.
12. The Committee may, if so desire, relax / amend one or other condition to determine eligibility of the Quotation, without assigning any reason therefor. Any enquiry after submission of the Quotation, shall not be entertained.
13. The technical competence / infrastructure facilities of the firm will be ascertained before selection.



The firm should be registered with the Small Business Administration (SBA) and have a copy of the SBA certificate of eligibility along with other documents as prescribed under Eligibility Criteria Attachment C.

11. Technical Bid Documents: SEE PZ-SEZ Authority

12. Bidder's Financial Information: SEE PZ-SEZ Authority

The bidder shall submit a copy of the following documents to the Authority as part of the bid submission process. The Authority reserves the right to request additional information from the bidder. The bidder shall be responsible for providing the information requested. The Authority shall not be bound by the information provided by the bidder.

- 11. Copy of P&L, GST, Income Tax Returns of the firm for last three years
- 12. Chartered Accountant employees and other qualified assistants (other than Article And Clerks) must be employed by the applicant on full time basis. Details of the assigned employees Name and designation of the employees shall be mentioned in the Authority's certificate 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.
- 13. 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.
- 14. 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.
- 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.

**(IV) FINANCIAL QUOTATION:**

1. ENVELOPE 2 superscribed "Financial Quotation" should contain the quotation value in words and rupees as per ANNEXURE 1.

Printing of services from the Chartered Accountant Firm is SEEP/ALZ/Adhuna

WORK ORDER

ACCOUNTS DEPARTMENT

1. Preparation of Balance Sheet for the FY 2018-19 as well as at every quarter ending date with schedules.
2. Preparation of Budget & Expenditure account for every quarter ending with schedules.
3. Statement of Receipt and Payment as prescribed by Comptroller and Auditor General India.
4. Preparation of Financial Statements as per Companies Act, 2013.
5. Preparation of Financial Statements as per Companies Act, 2013.
6. Preparation of Financial Statements as per Companies Act, 2013.
7. Preparation of Financial Statements as per Companies Act, 2013.
8. Preparation of Financial Statements as per Companies Act, 2013.
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22. Preparation of Financial Statements as per Companies Act, 2013.
23. Preparation of Financial Statements as per Companies Act, 2013.
24. Preparation of Financial Statements as per Companies Act, 2013.
25. Preparation of Financial Statements as per Companies Act, 2013.



Paye & Associates Chartered Accountants

1. To receive and process all cheques and deposits into the appropriate bank accounts.

2. To maintain the following records:

2.1. A list of all bank accounts held by the client.

4. To ensure that all cheques are deposited into the appropriate bank accounts.
5. To ensure that all cheques are deposited into the appropriate bank accounts.
6. To ensure that all cheques are deposited into the appropriate bank accounts.
7. To ensure that all cheques are deposited into the appropriate bank accounts.
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10. To ensure that all cheques are deposited into the appropriate bank accounts.
11. Depositing the DDs into a bank and reconciliation of account on a weekly basis.
12. Ensuring that all payments are updated in the Account Branch.
13. Maintenance of manual register containing details of payments 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 work relating to billing not specifically included above.
17. Professional fees for Income Tax Assessment.

18. To ensure that all cheques are deposited into the appropriate bank accounts.

	<p>12. The Authority shall provide a copy of the contract and the general conditions of service to the successful applicant.</p>
	<p>13. Any condition imposed on the successful applicant, his personal and/or contractual employees, and/or his personal employees, the same shall be accepted by the Authority and the successful applicant.</p>
	<p>14. In the event of person supplied by successful applicant being absent, the successful applicant shall ensure suitable alternative arrangements to manage for such absence.</p>
	<p>15. Any violation or breach of terms and conditions or instruction / guidelines provided by the Authority or supervisor of work on the part of successful applicant or his personal employees or his contractual employees, shall be reported to the Authority in writing immediately and the Authority shall have the right to terminate the contract.</p>
	<p>16. Payment to the successful applicant shall be made on monthly basis on submission of bill and on rendering satisfactory service to the Authority.</p>
	<p>17. In case of any delay caused in compliance / performance of the services according to the scope of work, penalty of Rs. 1000 (One Thousand) for each day will be imposed to successful Applicant on daily basis.</p>

45	<p>in case of a dispute arising out of or in connection with the contract or any part thereof, which is not finally 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.</p>

APPLICATION FOR PROVIDING SERVICES OF CHARTERED ACCOUNTANTS  
FROM SEZ AND SREP/SEZ AUTHORITY FOR F.Y. 2018-19

1	Name of the Firm	
2	Address	
3	Address with PIN Code	
4	State	
5	Date of Establishment	
6	PAN No. of the firm	
7	CGST/SGST registration No.	
8	State of the Firm	
9	CEIN No. of the firm	
10	No. of Partners & Chartered Accountants	Name of the Chartered Accountant Date of joining
11	Branches of the firm	
12	Bank details	
13	EMD details	EDB no. Name of the Bank Amount
14	Average turnover of Rs. 35.00 lakh of the firm for each F.Y. 2016-17, 2017-18 & 2018-19	
15	Details of income tax paid during last 3 years	
16	Experience of minimum 3 years during last 3 years of book-keeping & accounting in Central Government, Government of Maharashtra, Government of Maharashtra Autonomous Body	Work order or letter of appointment in name of the firm be submitted year wise
17	List of personnel to be deployed along with name, qualification and experience	As per Annexure B

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...of the ...

We confirm that ...  
...of the ...

We will ...  
...of the ...

We ...  
...of the ...

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PROPOSED LIST OF KEY PERSONS AND THEIR ROLES FOR THE ASSIGNMENT

S/N	Name	Age	Qualifications	Experience
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

Signature of the Authorized Signatory  
 Name:  
 Designation:  
 Name of the Firm:  
 Address of the Firm:

**ELIGIBILITY CRITERIA**

Sl. No.	Criteria	Documents to be submitted	Remarks
1	The firm should be a Chartered Accountants firm as per CA records.	Chartered Accountants firm as per CA records.	
2	The firm should be a Chartered Accountants firm as per CA records.	Chartered Accountants firm as per CA records.	
3	The firm should be a Chartered Accountants firm as per CA records.	Chartered Accountants firm as per CA records.	
4	The firm must have office in Mumbai or a sub-urban district as per CA records.	Office address. Attach copy of certificate downloaded from ICAI website duly verified as of 30/04/2019.	
5	The firm is empaneled with C&A of India.	Attach C&A Registration letter.	
6	Average turnover of the firm not less than 35.00 lakhs for each financial year 2016-17, 2017-18 & 2018-19.	Gross receipts for FY 2016-17, 2017-18 & 2018-19. Attach Audited ICAI Certified Financial Statements of the firm for each FY 2016-17, 2017-18 & 2018-19.	
7	The manpower proposed to be deployed by the firm in this office should have sound knowledge of	Name partners	

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9. Copy of PAN, GST  
Income Tax Returns of the  
firm for last three years.

PAN No. Attach copy  
GST No. Attach copy  
Attach Return of Income  
for last three years.

10. The firm should have UCN  
issued by RBI.

Attach copy of UCN

11. 2 Chartered Accountant  
employees and 10 Semi  
Qualified Assistants (more  
than Article 7 staff  
assistants) needs to be  
deputed for the  
assignment on full time  
basis during office  
hours of Authority. Name  
and qualification of the  
personnel deployed needs  
to be informed to the  
Authority at beginning of  
the assignment and they

As per Annexure - B



	<p>shall not be placed without the prior permission of the Advertiser. The work shall be supervised by the person named in the contract. The Advertiser shall be responsible for the content of the work.</p>		
13	<p>The Advertiser shall be responsible for the content of the work. The Advertiser shall be responsible for the content of the work. The Advertiser shall be responsible for the content of the work.</p>		
14	<p>The Advertiser shall be responsible for the content of the work. The Advertiser shall be responsible for the content of the work. The Advertiser shall be responsible for the content of the work.</p>	<p>Advertiser's name</p>	
15	<p>An undertaking stating that the applicant shall 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.</p>	<p>Advertiser's name</p>	

*[Handwritten mark]*

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

Signature of the Authorized signatory \_\_\_\_\_  
 Name \_\_\_\_\_  
 Designation \_\_\_\_\_  
 Name of the Firm \_\_\_\_\_  
 Address of the Firm \_\_\_\_\_

**EVALUATION AND SELECTION**

The Committee will evaluate proposals against the technical criteria as defined in Part III. Proposals meeting all the criteria shall be opened and shall be opened for the Committee. The Committee shall be final and binding on all the bidders. The evaluation criteria will be specified in the opening of the financial bids. The bids will be opened for the financial bids only. The Committee shall be final and binding on all the bidders.

The opening procedure shall be completed in accordance with the provisions of the tender. The Committee shall be final and binding on all the bidders. The Committee shall be final and binding on all the bidders. The Committee shall be final and binding on all the bidders. The Committee shall be final and binding on all the bidders.

**First Stage**

- i. Only technical proposals shall be opened first for all the firms.
- ii. Thereafter, a technical evaluation shall be carried out based on the technical parameters provided in Part III of the tender. The evaluation criteria and technical evaluation shall be given by the Committee.
- iii. The technical proposal scoring at least 35 marks shall be marked 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 short listed based on points received in OCB, which will be as follows:

Minimum Bid

Financial proposals of only those firms which are declared technical winners shall be opened. In deciding the final selection of the lowest bidder, the quality of the proposal will be given preference over the price. The award will be made to the bidder whose proposal is the lowest and is technically acceptable. The award will be made to the bidder whose proposal is the lowest and is technically acceptable.

The following table shows the evaluation of the proposals received from the bidders.

Example: Suppose 3 firms A, B & C submitted bids for the contract. The Evaluation Committee awarded 75, 80 and 90 marks respectively to the three bidders on the technical and financial criteria. The bids were opened and the following were the quoted prices for the contract:

- A - 100/120 - 100 = 83 points
- B - 100/130 - 100 = 100 points
- C - 100/110 - 100 = 91 points

B becomes lowest evaluated bid. The points will be awarded as follows:

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

- Proposal A - 75/150 = 50 = 50 points
- Proposal B - 80/150 = 100 = 100 points
- Proposal C - 90/150 = 90 = 90 points

A-79 points-113

B-90 points-113

C-95 points-113

Sum of the highest 100 points = 113 (Summation)

The distribution of the marks in respect of the following

**Technical (70 Marks)**

Sl. No.	Criteria	Documents required	Marks Distribution	
			Years	Marks
1	Age of years of experience (for completed years) of candidate (Form & Accounts and Insurance)	Copy of work order should be enclosed along with technical book	10	5
2	Average turnover of the company / agency should be Rs. 35.00 lakh in each F.Y. 2016-17, 2017-18 & 2018-19.	Balance sheet of the company / CA certified certificate showing the average turnover of Rs. 35.00 lakh during each F.Y. 2016-17, 2017-18 & 2018-19.	35-199 lakh 2-35 Cr. 3500 & above Max Marks	7 14 20 20
3	Full time FCA partners	The firms should have min. 2 FCA	No. of FCA 4 6 8 & above Max Marks	7 14 20 20

... on following

... department  
qualified

... should be  
enclosed along  
with technical  
and

FINANCIAL PROPOSAL FORM

Project Name: [Redacted]

Project No.	12345	Project Book	67890
Project Name	[Redacted]	Project Title	[Redacted]

Project Description: [Redacted]

Project Start Date	01/01/2024	Project End Date	31/12/2024
Project Budget	1000000	Project Status	Proposed

Other information: [Redacted]

SEZ Authority is exempted from payment of GST hence no GST value to be made.

SEZ Authority is exempted from payment of GST hence no GST value to be made.

Signature of the Authorized Signatory

Name

Designation

Name of the Firm

Address of the Firm

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

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**AGENDA ITEM NO. 10**

**A) Proposal:**

Annual Maintenance Contract for Mechanized/ Manual Cleaning work and Housekeeping Services for SEEPZ SEZ campus as well as SEEPZ Residential Complex (Govt. Quarter) for the year 2019-20.

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

Approval for Annual Maintenance Contract for Mechanized/ Manual Cleaning work and Housekeeping Services for SEEPZ SEZ campus as well as SEEPZ Residential Complex (Govt. Quarter) for the year 2019-20.

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

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

**D) Other information:**

The proposal was placed before the 35<sup>th</sup> Authority meeting held on 29/03/2019, wherein the Authority had approved said proposal for Rs. 28,75,000/- per month to M/s Hygiene Everywhere Solutions. The work order dated 16/07/2018 was issued for a period of one year, which has expired on 15/07/2019. For the upkeep and cleanliness of the Zone, the existing contract needs to be extended upto 31.10.2019.

The Office had already published Tender Notice dated 18/07/2019 inviting the bids from the interested agencies. Accordingly, the bids were opened on 23/08/2019. The finalization of new agency for said work is at final stage, which is expected to be completed by the Authority latest by 31/10/2019. On awarding the contract to the new agency for Annual Maintenance Contract for Mechanized/ Manual Cleaning work and Housekeeping Services for SEEPZ SEZ campus as well as SEEPZ Residential Complex (Govt. Quarter) for the year 2019-20, the same will be intimated to the Authority in its next meeting.

**D) Recommendation:**

The proposal for approval of the Authority for extension of the existing contract till 31.10.2019 is placed for consideration.

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सत्यमेव जयते

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

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

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

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.

HYGIENE EVERYWHERE SOLUTIONS PRIVATE LIMITED  
*[Signature]*  
Director

Page 1 of 18

अध्यक्ष Chairperson 28290856

सचिव Secretary 28294770

प्रबंधक (संपदा) Manager (Estate) 28294

फैक्स / Fax : 28291385 / 28291754

ई-मेल / E-mail : dcseepz-mah@nic.in

वेबसाइट / Website : www.seepz.gov.in

विशेष आर्थिक क्षेत्र प्राधिकरण के बढ़त कदम - राज नापा के संग



2. Action in case of improper materials and workmanship:

If in the opinion of the Estate Manager, any work or any part thereof is executed with improper materials or defective workmanship, M/s 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

*[Signature]*  
HYGIENE EVERYWHERE SOLUTIONS PRIVATE LIMITED

*[Signature]*  
Date: \_\_\_\_\_

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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 or 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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*J. H. S. K.*  
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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 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.

- (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.

*[Handwritten signature]*  
Director

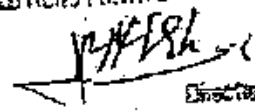
- (ii) Every working platform and gangway shall have adequate width; and
  - (iii) Every working platform, gangway, working place and stairway shall be suitably fenced.
- (j) Every opening in the floor of a building or in a working platform will, except for the time and to the extent required to allow 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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 Director

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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.

  
Director

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.

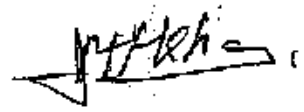
❖ MANPOWER UTILIZATION ON THE SITE:

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 / ESI with employee's contribution.

2. No work will be done on Sunday without the sanction in writing of the Estate Manager.

3. Compensation under the Workmen's Compensation Act:

M/s 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 any workman who may suffer a bodily injury as a result of an accident.



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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.

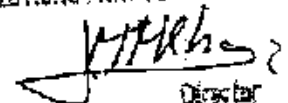
7. M/s Hygiene Everywhere Solutions Pvt. Ltd. would as far as possible obtain requirement of labour, skilled and unskilled from the nearest Employment Exchange.
8. The provision regarding contractor's labours provisioning the Contract Labour (Regulation & Abolition) Act, 1970 with the Maharashtra Contract 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

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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.

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❖ 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.

*[Signature]*  
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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

*[Signature]* Page 17 of 18

HYGIENE EVERYWHERE SOLUTIONS PRIVATE LIMITED

*[Signature]*


*[Signature]*



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 alterations above referred to will be within the scope of such specifications appended to the tender.

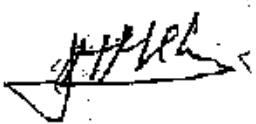
- 4. Any debris / waste materials / rabbit / dry leaves lying within the zone Complex should be removed and dumped in the BMC designated place under the permission / supervision of the Estate Manager. Also M/s Hygiene Everywhere Solutions Pvt. Ltd. should have the BMC permission so that if needed, the 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.





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

No. SEEPZ-SEZ/EMS/GC/CC/74/2018-19/3179

Dated 21.05.2018

### NOTICE INVITING TENDER

Sub: Mechanized / Manual Cleaning work and Housekeeping Services for SEEPZ-SEZ campus as well as SEEPZ Residential Complex (Govt. Quarters) for the Year 2018-19.

The SEEPZ-SEZ Authority invites sealed tenders for carrying out mechanized / manual cleaning work and housekeeping services contract at SEEPZ-SEZ campus and SEEPZ Residential Complex (Govt. Quarters) for the Year 2018-19.

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

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

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

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

2. Both sealed envelopes should be submitted together in larger cover and superscribed as "Tender for mechanized / manual cleaning work and housekeeping services in SEEPZ-SEZ Campus as well as SEEPZ Residential Complex (Govt. Quarters) for the year 2018-19" on the top of the envelope and address to "The Estate Manager, O/o the Development Commissioner, SEEPZ-SEZ, Andheri (E), Mumbai - 400096.

3. The sealed envelope mentioned above will be received by this office till **12.06.2018 up to 02:30 p.m.** by post / courier, by the bidder personally or through their authorized representatives or the same can be dropped in the Tender Box kept on ground floor of DC Office near Inward Section. The envelope received after stipulated date and time shall not be entertained.

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

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

18. In case of withdrawal of the bid, the EMD will be forfeited.

(II) OPENING OF TENDER:

1. The Envelop 1, superscribed as "Technical Bid" will be opened first on 12.06.2016 at 04:00 p.m. in DC Office, SEEPZ-SEZ, Andheri (E), Mumbai - 400096 in presence of the bidders and or their authorized representative/s who may like to be present before the tender committee. The authorized representative/s have to produce authorized letter from their agency / company.
2. The date and time for opening of Envelop 2 superscribed "Financial Bid" will be declared at the time of opening of Envelop 1.

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

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

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

1. EMD of Rs. 5,00,000/- (Rupees five lakhs) in the form of Demand Draft / Pay Order drawn on any Nationalized or Scheduled Bank in favour of "SEEPZ Special Economic Zone Authority Fund" payable at Mumbai.
2. Detailed plans of cleaning process in SEEPZ-SEZ campus as well as SEEPZ Residential Complex (Govt. Quarters) to meet the requirement of "Swachh Bharat Abhiyan" campaign launched by the Prime Minister of India containing the following:-
  - i. Plan for cleaning and target for each area or item.
  - ii. List of equipments and manpower (for each item, no. should be mentioned separately)
  - iii. Methodology of supervision indicating the number of Supervisors.
  - iv. Reporting System / Audit.
  - v. The responsible Head / Manager who will be accountable for any lapse in work so assigned.

3. The bidder should have satisfactorily completed mechanized / manual cleaning work and housekeeping services of an annual value of Rs. 1,00,00,000/- (Rupees One Crore) as well as Rs. 50,00,000/- (Rupees fifty lakhs) in a single contract and should also provide a list of clients, excluding MIDC and SEEPZ-SEZ, served by his organization in course preceding three years.
4. The tendering agency should have principal place of business in Mumbai. The entities shall submit the documentary evidence to that effect such as Certificate of Incorporation, Certificate of Commencement of Business, Shop & Establishment License, Agreement/s acquiring the premises, Electricity Bill, Telephone Bill etc.
5. The bidder should have a valid Quality of Service Certificate ISO 9001:2000 series or equivalent including mechanized housekeeping service.
6. The bidder should submit Bank Guarantee @ 5% of total contract value.
7. The bidder should provide a letter from one of the clients in the recent past indicating satisfactory delivery of service.
8. Technical Bid should mention deployment of manpower and machinery separately for each Group 'A', 'A1', 'B' and 'C' as specified in Scope of Work.
9. The bidder should submit the details of entities with address, contact person name, e-mail ID, telephone and fax no.
10. List of Owner(s)/partner(s)/Director(s) etc. along with their holding/s in the entity.
11. Photocopy of PAN, GST registration and IT return of preceding three years.
12. Copy of registration certificate under ESI Act, 1948 and also copy of the latest paid challan.
13. Copy of registration certificate under EPF Act, 1952 and also copy of the latest paid challan.
14. Self declaration of acceptance of terms and conditions duly signed by the bidder/firm(s) in token of having understood and agreed to the same should be attached along with the Tender document.

- 15. Bidder should not have any criminal background. In this regard, bidder have to submit an affidavit on Rs. 10/- stamp paper duly notarized.
- 16. An Affidavit duly notarized stating that the agency/firm has not been blacklisted nor come any adverse notice by any office of Government/ Semi-Government/ Public Sector undertaking.
- 17. An undertaking stating 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.

> SCOPE OF WORK:

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

(IV) FINANCIAL BID:

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

  
 (Mahesh Yadav)  
 Estate Manager,  
 SEEPZ-SEZ Authority

**TERMS & CONDITIONS**

❖ **RESOURCES USED ON SITE:-**

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

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

**2. Action In case of Improper materials and workmanship:**

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

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

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

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

❖ **ACTION TAKEN AGAINST DAMAGES OR UNSATISFACTORY WORK:**

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

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

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

If at any time before security deposit is refunded to the contractor, it shall appear to the Estate Manager or his subordinate in-charge of the work, that any works have been executed with unsound, imperfect or unskillful workmanship or with materials or articles provided by him for the execution of the work are unsound, or of a quality inferior to that contracted, it shall be lawful for the Estate manager to intimate this fact in writing to the contractor and then notwithstanding the fact that the work, materials or articles complained of any have been inadvertently passed, certified and paid for, the contractor shall be bound to forthwith rectify or remove or reconstruct the work so specified in whole or in part, as the case may require, or if so required, shall remove the materials or articles so specified and provide other proper and suitable materials or articles at his own charge and cost. In the event of his failing to do so within in the limit aforesaid, the contractor shall be liable, to pay compensation at the rate of 1% on the amount of the estimated cost for every day not exceeding 10 days, during which the failure so continues and in the event of any such failures as aforesaid the Estate Manager may rectify or remove and re-execute the work or remove and replace the material / articles complained of, as the case may be, at the risk and expenses in all respects of the contractor, should the Estate Manager consider that any such inferior work or materials as described above is not acceptable, then it will be straight way rejected.

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

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

**4. Contractor liable for damage done and for imperfections:**

If during the period of NIL Months from the date of completion as certified by the Estate Manager or NIL Months after commissioning the work, whichever is earlier in the opinion of the Estate Manager, the said work is defective in any manner whatsoever, the contractor shall forthwith on receipt of notice in that behalf from the Estate Manager, duly commence execution and completely carry out at his cost in every respect all the work that may be necessary for rectifying and setting right the defects specified therein strictly in accordance



with and in the manner prescribed and under the supervision of the Estate Manager. In the event of the contractor failing or neglecting to commence execution of the said rectification work within the period prescribed therefore in the said notice and or to complete the same as aforesaid as required by the said notice, the Estate Manager shall get the same executed and carried out departmentally or by any other agency at the risk on account and at the cost of contractor. The contractor shall forthwith on demand pay to the SEEPZ-SEZ Authority the amount of such costs, charges and expenses sustained or incurred by the SEEPZ-SEZ Authority of which the certificate of the Estate Manager shall be final and binding on the contractor. Such costs, charges and expenses shall be deemed to be arrears of land revenue and in the event of the contractor failing or neglecting to pay the same on demand as aforesaid without prejudice to any other rights and remedies of the SEEPZ-SEZ Authority.

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

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

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

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

- (a) Suitable scaffolds shall be provided for workmen for all work that cannot be safely done from a ladder or by other means.

(b) A scaffold shall not be constructed, taken down, or substantially altered, except:-

- (i) Under the supervision of a competent and responsible person and
- (ii) As far as possible by competent workers possessing adequate experience in this kind of work.

(c) All scaffolds and appliances connected therewith and all ladders shall:-

- (i) Be of sound materials.
- (ii) Be of adequate strength having regard to the loads and strains to which they will be subjected; and
- (iii) Be maintained in proper condition.

(d) Scaffold shall be so constructed that no part thereof can be displaced in consequence of normal use.

(e) Scaffolds shall not be overloaded and so far as practicable the load shall be evenly distributed.

(f) Before installing lifting gear on scaffolds special precautions shall be taken to ensure the strength and stability of the scaffolds.

(g) Scaffolds shall be periodically inspected by a competent person.

(h) Before allowing a scaffold to be used by his workmen the contractor shall, whether the scaffold has been erected by his workmen or not, take steps to ensure that it complies fully with the regulations herein specified;

(i) Working platforms, gangways and stairways shall:-

- (ii) Be so constructed that no part thereof can sag unduly or unequally
- (iii) Be so constructed and maintained, having regard to the prevailing conditions as to reduce as far as practicable risks or persons tripping or slipping; &
- iv. Be kept free from any unnecessary obstructions.

(l) In the case of working platforms, gangways, working places and stairways at a height exceeding eight feet:-

- (i) Every working platform and every gangway shall be closely boarded unless other adequate measures are taken to ensure safety.
- (ii) Every working platform and gangway shall have adequate width; and

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

**7. Measure for prevention of fire:**

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

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

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



**9. Penalty:**

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

**\* PAYMENTS AND COMPENSATIONS:**

1. Extra charges for any item of work shall not be allowed unless the work to which it is related is clearly within the spirit and meaning of the specification or unless such works are ordered in writing by the Estate Manager. He shall pay directly to the concerned authorities all rates, taxes, royalties and other charges. He shall also comply with all requirements of health department of the concerned Municipality.

2. Receipt for payments made on account of any work, when executed by a firm, shall also be signed by all the partners except where the contractors are described in their tender as a firm, in which case the receipt shall be signed in the name of the firm by one of the partners, or by some other person having authority to give effectual receipt for the firm.

3. No receipt for any payment alleged to have been made by a contractor in regard to any matter relating to this tender or the contract shall be valid and binding on SEEPZ-SEZ Authority unless it is signed by the Estate Manager.

**4. Compensation for delay:**

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

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

**6. Final Certificate:**

On completion of the work, the contractor shall be furnished with the certificate by the Estate Manager of such completion, but no such certificate shall be given nor shall the work be considered to be

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

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

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

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

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

**9. Bills to be submitted monthly:**

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

**Bills to be on printed forms:**

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

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

**11. Time limit for unforeseen claims:**

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

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

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

**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 the contractor.

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

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

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

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

**16. Entering upon or commencing any portion of work:**

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

**17. Method of payment:**

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

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

**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 the successful bidder for mechanized / manual cleaning work and housekeeping services.**

◆ **MANPOWER UTILIZATION ON THE SITE:**

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

3. **Compensation under the Workmen's Compensation Act:**

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

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

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

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

- i. No contractor shall employ any person who is under the age of 18 years.
- ii. The Estate Manager is authorized to remove from the work any person / animal found working which does not satisfy these conditions and no responsibility shall be accepted by the SEEPZ-SEZ Authority for any delay caused in the completion of work by such removal.



- iii. The contractor shall pay fair and reasonable wages to the workmen employed by him in the contract undertaken by him. In the event of any dispute arising between the contractor and his workmen on the grounds that the wages paid are not fair and reasonable the dispute shall be conclusive and binding on the contractor but such decision shall not in any way affect the conditions in the contract regarding the payment to be made by SEEPZ-SEZ Authority at the sanctioned tender rates.
- iv. The contractor shall at his own expenses make all necessary provision for water supply and sanitary arrangements for the employees. Similar amenities shall be provided to the workers engaged on large work in urban area.

**6. Employment of Scarcy Labour:**

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

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



\* CANCELLATION / REJECTION / TERMINATION / EXTENSION OF CONTRACT:

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

whichever of the three courses mentioned in clause (2), (3) & (4) is adopted by the Estate Manager, the contractor shall have no claim to compensation for any loss sustained by him by reason of his having purchased or procured any materials, or entered into any engagements or made any advances on account of or with a view to the execution of the work or the performance of the contract.

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

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

◆ SPECIFICATION PRESCRIBED AND CODE OF CONDUCT:

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

may be directed to do in the manner above specified as part of the work shall be carried out by the contractor on the same conditions in all respects and which he agreed to do the main work and at the same rates as are specified in the tender for the main work.

- 6. All works under or in course of execution or executed in pursuance of the contract shall at all times be open to the inspection and supervision of the Estate Manager and his subordinates and the contractor shall at all times during the usual working hours and at all other times at which reasonable notice of the intention of the Estate Manager or his subordinate to visit the work shall have been given to the contractor, either himself be present to receive orders and instructions or have a responsible agent duly accredited in writing present for that purpose. Orders given to the contractor's duly authorized agent shall be considered to have the same force and effect as if they had been given to the contractor himself.
- 7. In case of tender by partners, any change in the constitution of a firm shall be forthwith notified by the contractor to the Estate Manager for his information.
- 8. Except where otherwise specified in the contract and subject to the powers delegated to him by SEEPZ-SEZ Authority under the rules then in force, the decision of the Estate Manager for the time being shall be final, conclusive and binding on all parties to the contract upon all questions relating to the meaning of the specifications and instructions hereinbefore mentioned and as to the quality of workmanship or materials used on the work or as to other question, claim, right matter or thing whatsoever, in any way arising out of or relating to the contract, specifications, estimates, instructions, orders or these conditions or otherwise, concerning the works or the execution, or failure to execute the same, whether arising during the progress of work or after the completion or abandonment thereof.
- 9. The tender is not transferable. The successful bidder shall not engage to any sub-contractor or any other organization in any matter and also not permitted to transfer their rights and obligations under the tender notice. If any of such matter noticed, the contract will be terminated without any further reference.
- 10. Cleaning work shall be done on daily basis from Monday to Saturday or as and when required by Officer-In-Charge. Cleaning activity shall start in the morning at 06:00 a.m. so as to complete all the cleaning work before 10:00 a.m.
- 11. In the event of any dispute arises, the decision of the Authority shall be final and binding.

♦ OTHER CONDITIONS:

1. Contractor has to clear road land width / pilot which include cutting trees less than 30 cm. In girth, cleaning brush wood, loose stones, vegetation, bushes, stumps and mole hills without any extra cost.
2. Every contractor shall, unless exempted in writing by the Estate manager concerned, produce along with his tender a solvency certificate from the Collector of the District within which he resides or a banker's certificate of his financial stability. If he fails to produce such a certificate his tender will not be considered.
3. If the additional and altered work includes any class of work for which no rate is specified in this contract; then such class of work shall be carried out at the rates mutually agreed upon between the Estate Manager and the contractor. If the additional or altered work, is ordered to be carried out before the rates are agreed upon them, the contractor shall within seven days of the date of receipt by him of the order to carry out the work, inform the Estate Manager of the rate which he intends to charge for such class of work and if the Estate Manager does not agree to this rate, he shall be notice in writing be at liberty to cancel his order to carry out such class of work and arrange to carry it out in such manner as he may consider necessary provided always that if the contractor shall commence work or incur any expenditure in regard thereto before the rates shall have been determined as lastly hereinbefore mentioned, then in such case he shall only be entitled to be paid in respect of the work carried out or expenditure incurred by him prior to the date of the determination of the rate as aforesaid according to such rate(s) as shall be fixed by the Estate Manager. In the event of the dispute, the decision of the Chairperson of the Authority will be final. Where, however, the work is to be executed according to the specifications recommended by the contractor and accepted by the Competent Authority the alternations above referred to shall be within the scope of such specifications appended to the tender.
4. Any contractor who does not accept these conditions shall not be allowed to tender for works.
5. Any debris / waste materials / rabbit / dry leaves lying within the zone Complex should be removed and dumped in the BMC designated place under the permission / supervision of the Estate Manager. Also the cleaning contractor should have the BMC permission so that, if needed, the day to day dry waste viz. trees, branches etc. may be dumped in the BMC authorized dumping ground.
6. Also cleaning of high footfall areas i.e. Gate, SDF lobbies frontage, roads, CWC warehouse etc. will be in the scope of work.

**CLEANING CONTRACT PART 'A'**

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

BFC BUILDING				
1	Poarch	Sweeping	Daily	Manually
2	Toilets	Washing	Weekly	Pressure Water Jet
		Wet & Dry Cleaning	Daily	Scrubber cum Dryer
		Scrubbing the floor	Daily	Scrubber
		Wall Cleaning	Daily	Manually
		Cleaning Wash Basin	Daily	Manually
		Cleaning Urinal	Daily	Manually
		Cleaning Mirror	Daily	Manually
3	Door	Cleaning	Daily	Dry Vacuum Cleaner
4	Windows	Stain Removing	Weekly	Manually
		Cleaning	Daily	Dry Vacuum Cleaner
5	Door, Windows & furniture's frames	Stain Removing	Monthly	Manually
		Dusting	Daily	Dry Vacuum Cleaner
6	Staircases / Common passages	Sweeping	Daily	Dry Vacuum Cleaner
		Scrubbing the floor	Weekly	Manually
7	Door Mats	Washing	Weekly	Pressure Water Jet
		Dusting & Cleaning	Daily	Manually
8	Ducts	Cleaning & Washing	Monthly	Manually
9	Floor	Wet & Dry Cleaning	Daily	Scrubber cum Dryer
		Scrubbing of floors	Fortnightly	Scrubber
10	Ceiling	Cleaning	Quarterly	Dry Vacuum Cleaner
		Cleaning to lights & fittings	Quarterly	Dry Vacuum Cleaner

GATE 1, 2 & 3				
1	Poarch	Sweeping	Daily	Manually
2	Toilets	Washing	Weekly	Pressure Water Jet
		Wet & Dry cleaning	Daily	Scrubber cum dryer
		Scrubbing the floor	Daily	Scrubber
		Wall cleaning	Daily	Manually
		Cleaning wash basin	Daily	Manually
		Cleaning urinal	Daily	Manually
		Cleaning mirror	Daily	Manually
3	Door	Cleaning other fitting and fixtures	Daily	Manually
		Cleaning	Daily	Dry Vacuum Cleaner
4	Windows	Stain Removing	Weekly	Manually
		Cleaning	Daily	Dry Vacuum Cleaner
5	Door, Windows & furniture's frames	Stain Removing	Monthly	Manually
		Dusting	Daily	Dry Vacuum Cleaner
		Polishing	Monthly	Manually



6	Staircases / Common passages	Sweeping	Daily	Dry Vacuum Cleaner
		Scrubbing the Floor	Weekly	Manually
7	Wall Hanging	Washing	Weekly	Pressure Water Jet
		Dusting	Daily	Manually
		Cleaning	Fortnightly	Manually
8	Switch buttons	Cleaning	Weekly	Manually
9	Furniture Items	Dusting	Daily	Manually
		Stain Removing	Daily	Manually
10	Door Mats	Dusting & Cleaning	Daily	Manually
11	Ducts	Cleaning & Washing	Monthly	Manually
12	Floor	Wet & Dry Cleaning	Daily	Scrubber Cum Dryer
		Scrubbing of Floors	Weekly	Scrubber
13	Wall Hanging	Sweeping	Daily	Dry Vacuum Cleaner
		Dry Dusting	Daily	Manually
14	Ceilings	Cleaning	Quarterly	Dry Vacuum Cleaner
		Cleaning to lights & fittings	Quarterly	Dry Vacuum Cleaner
<b>SDF I TO VI</b>				
1	Poarch	Sweeping	Daily	Manually
		Washing	Weekly	Pressure Water Jet
2	Staircase / Common passages	Sweeping	Daily	Dry Vacuum Cleaner
		Scrubbing the floor	Monthly	Manually
3	Floor	Washing	Monthly	Pressure Water Jet
		Wet & Dry Cleaning	Daily	Scrubber cum dryer
		Scrubbing of floors	Weekly	Scrubber
4	Ceilings	Cleaning	Quarterly	Dry Vacuum Cleaner
		Cleaning to lights & fittings	Quarterly	Dry Vacuum Cleaner
<b>G&amp;J I to III</b>				
1	Poarch	Sweeping	Daily	Manually
		Washing	Weekly	Pressure Water Jet
2	Staircase / Common passages	Sweeping	Daily	Dry Vacuum Cleaner
		Scrubbing the floor	Weekly	Manually
3	Floor	Washing	Weekly	Pressure Water Jet
		Wet & Dry Cleaning	Daily	Scrubber cum dryer
		Scrubbing of floors	Fortnightly	Scrubber
4	Ceilings	Cleaning	Quarterly	Dry Vacuum Cleaner
		Cleaning to lights & fittings	Quarterly	Dry Vacuum Cleaner

SEEPZ RESIDENTIAL COMPLEX (Govt. Quarters)				
1	Poarch	Sweeping	Daily	Manually
		Washing	Weekly	Pressure Water Jet
2	Staircase / Common passages	Sweeping	Daily	Dry Vacuum Cleaner
		Scrubbing the floor	Weekly	Manually
		Washing	Weekly	Pressure Water Jet
3	Garbage Collection		Daily	Manually
4	Floor	Wet & Dry Cleaning	Daily	Scrubber cum dryer
		Scrubbing of floors	Weekly	Scrubber
5	Ceilings	Cleaning	Weekly	Dry Vacuum Cleaner
		Cleaning to lights & fittings	Weekly	Dry Vacuum Cleaner

**CLEANING CONTRACT PART 'A-1'**

Sr. No.	Area	Job	Required frequency	Machines to be deployed
<b>SEEPZ</b>				
1	External Façade	Dusting	Quarterly	Manually
2	Terrace	Cleaning	Weekly	Manually
		Spot Cleaning	Monthly	Manually
3	Lifts	Cleaning	Daily	Mechanized & Manually
4	Dust Bins	Cleaning from inside & outside	Daily	Manually
		Emptying Garbage	Daily	Manually
		Replacing soiled bags	Daily	Manually
5	Water Tank	Cleaning	Half Yearly	Mechanized & Manually
<b>BFC BUILDING</b>				
1	External Façade	Dusting	Quarterly	Manually
2	Terrace	Cleaning	Weekly	Manually
		Spot Cleaning	Monthly	Manually
3	Emergency staircase	Cleaning	Weekly	Mechanized & Manually
4	Lifts	Cleaning	Daily	Mechanized & Manually
5	Dust Bins	Cleaning from inside & outside	Daily	Manually
		Emptying Garbage	Daily	Manually
		Replacing soiled bags	Daily	Manually
6	Water tank	Cleaning	Half Yearly	Mechanized & Manually
<b>GATE 1, 2 &amp; 3</b>				
1	External Façade	Dusting	Quarterly	Manually
2	Terrace	Cleaning	Weekly	Manually
		Spot Cleaning	Monthly	Manually
3	Emergency staircase	Cleaning	Weekly	Mechanized & Manually
4	Lifts	Cleaning	Daily	Mechanized & Manually
5	Dust bins	Cleaning from inside & outside	Daily	Manually
		Emptying Garbage	Daily	Manually
		Replacing soiled bags	Daily	Manually
6	Water Tank	Cleaning	Half Yearly	Mechanized & Manually

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

**CLEANING CONTRACT PART 'B'**

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

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### CLEANING CONTRACT PART 'C'

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

*[Handwritten mark]*

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

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AGENDA ITEM NO. 11

**A) Proposal:**

Annual Maintenance Contract for cleaning of gutters, drainage and sewerage lines within SEEPZ SEZ premises including SEEPZ SEZ Residential Complex and removal/disposal of the same.

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

Approval for Annual Maintenance Contract for cleaning of gutters, drainage and sewerage lines within SEEPZ SEZ premises including SEEPZ SEZ Residential Complex and removal/disposal

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

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

**D) Other information:**

The proposal was placed before the 35<sup>th</sup> Authority meeting held on 29/03/2019, wherein it was decided to expedite the procedure of tendering within 6 months time. Accordingly, the tender notice for cleaning of gutters, drainage and sewerage lines within SEEPZ SEZ premises including SEEPZ SEZ Residential Complex was published vide notice dated 02/05/2019 for calling bids from the empanelled bidders. At that point of time only three agencies were empanelled with the Authority. However, only one bid was received. Therefore, the Committee decided to go for open tendering. Accordingly, the tender was issued vide notice dated 04/06/2019. However, no fresh bid received even after wide publicity through newspapers viz. Times of India, Navbharat Times, Maharashtra Times and Daily News Analysis. The tender is under process of publishing. After finalization of new agency, the same will be intimated to the Authority in next meeting.

**E) Recommendation :-**

Agenda is placed before the Authority for information.

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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 फ़ैक्स / Fax: 28291754  
 ई-मेल / E-mail: ddcseepz-mah@nic.in, वेबसाइट / Website: www.seepz.gov.in

No. SEEPZ-SEZ/ESTATE/GCA/449/2016-17/Vol-1/12709 Dated 16/05/2018

**NOTICE INVITING TENDER**

**SUBJECT: "HALF YEARLY CONTRACT FOR CLEANING, REMOVAL AND DISPOSAL OF GUTTER WASTE IN SEEPZ-SEZ PREMISES INCLUDING SEEPZ-SEZ RESIDENTIAL COMPLEX, 2018-19.**

The SEEPZ-SEZ Authority invites sealed tenders for "Half Yearly Contract for Cleaning, Removal and Disposal of Gutter Waste" on "AS IS WHERE IS CONDITION" at designated places/locations in SEEPZ-SEZ and SEEPZ-SEZ Residential Complex from the registered/empanelled vendors with SEEPZ-SEZ Authority. Work includes cleaning of gutters in SEEPZ-SEZ premises and SEEPZ-SEZ Residential Complex on daily routine basis, collecting the gutter waste and disposing off the same on daily routine basis.

**I) PROCEDURE FOR SUBMISSION OF TENDER :**

1. Tender should be submitted by the empanelled vendors in a two bid system i.e. in two separate Envelopes as under-  
Envelope-1: Super scribed 'Technical Bid' should contain the documents required for technical eligibility, as stated in sub-paragraph III.  
Envelope-2: Super scribed 'Financial Bid' should contain the bid value as stated in sub-paragraph IV.
2. Both sealed Envelopes should be submitted together in large size single cover super scribing as "HALF YEARLY MAINTENANCE CONTRACT FOR CLEANING, REMOVAL AND DISPOSAL OF GUTTER WASTE FROM SEEPZ-SEZ AND SEEPZ-SEZ RESIDENTIAL COMPLEX 2017-18" on the top of the Envelop and address to " The Estate Manager, SEEPZ SEZ Authority, Office of the Development Commissioner, SEEPZ SEZ, Andheri (East), Mumbai - 400 096".
3. Sealed envelopes mentioned above will be received by this office on 05/06/2018 up to 02.30 P.M. by Post/Courier through bidder personally or their Authorized representative(s) or the same can be dropped in the Tender Box kept on the Ground floor, near Inward Section of DC Office, SEEPZ-SEZ, Mumbai.
4. Tender received late, unsealed and without superscription are liable to be rejected.
5. Tender notice shall be duly signed with seal of Company/Firm and complete in the printed form.
6. Every correction/deletion/addition/overwriting/slip pasted shall be signed by bidder.



- 7. Incomplete, ambiguous and conditional tenders will not be entertained.
- 8. Bidder shall submit the certificate of authorization of the Authorized Signatory. (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. Bidder should quote the rates in words and in figure; if the rates quoted in words, differ from the rate quoted in figure, the higher of the two will be taken as correct rate.
- 11. The quotation of rate for the tender should be accompanied by Earnest Money Deposit (EMD) for Rs. 1.00 lakh (Rupees One Lakh Only) in the form of Demand Draft/Pay Order, drawn on any nationalized or scheduled bank in favour of "SEEPZ-SEZ Authority Fund" payable at Mumbai. Cash payment, Cheque and other mode of payment shall not be accepted.
- 12. The tenders not accompanied by EMD and the required documents mentioned in Para-II, will be summarily rejected.
- 13. The bidder may represent themselves personally or through authorized representative, if any, at the time of opening of tender.
- 14. The Committee may, if so desire, relax/amend one or other condition to determine eligibility of the bidder, without assigning any reason, thereof. Any enquiry, after submission of the bid, shall not be entertained.
- 15. The SEEPZ-SEZ Authority reserves the right to reject any or all tenders at any time/stage, without assigning any reasons whatsoever and the decision of the SEEPZ-SEZ Authority shall be final and binding on all the bidders.
- 16. In case of the withdrawal of the bid, the EMD will be forfeited.

II) OPENING OF TENDER:

- 1. The ENVELOPE-1 super scribed 'Technical Bid' will be opened on 05/06/2018 at 04.00 P.M. in the Office of the Development Commissioner, 2<sup>nd</sup> Floor, SEEPZ-SEZ, Andheri (E), Mumbai in the presence of bidders and or their representative(s) who may like to be present before the Tender Committee and other Officers, so authorized".
- 2. The date and time for opening the ENVELOPE-2 super scribed 'Financial Bid' will be intimated at the time of opening the ENVELOPE-1 super scribed 'Technical Bid'.
- 3. All bids would be evaluated by Committee on the basis of documents provided for technical eligibility. After scrutinizing the documents, the Committee shall select the eligible bidders.



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

ENVELOPE-1 super scribed "Technical Bid" submitted by the entities should contain the following documents to determine the Technical Eligibility for empanelment.

1. Bidder should be registered/empanelled with SEEPZ-SEZ Authority. Non registered/empanelled vendors will not be entertained.
2. Bidder shall submit the Earnest Money Deposit (EMD) for Rs. 1,00,000/- (Rupees One Lakh Only) in the form of Demand Draft / Pay Order drawn on any Nationalized or Scheduled bank in favour of "SEEPZ-SEZ Authority Fund" payable at Mumbai.
3. Bidder should submit valid Registration Certificate / Certificate of "Maharashtra Pollution Control Board (MPCB)" for handling of Gutter Waste.
4. Copy of PAN, GST registration and Income Tax Return certificate of last three years of the firm.
5. Self declaration of acceptance of terms and conditions duly signed by the bidder/firm(s) in token of having understood and agreed to the same should be attached along with the Tender document.
6. Bidder should not have any criminal background. In this regard, bidder have to submit an affidavit on Rs. 10/- stamp paper duly notarized.
7. Proof in terms of copies of Work Order in respect of contract awarded by Central Government /Central Government PSU/Government of Maharashtra /Government of Maharashtra Autonomous Body / Industrial Area located in Maharashtra/Bank/reputed Private firms in previous 5 years. At least five clients list of above department/organization should be enclosed.
8. An Affidavit duly notarized stating that the agency/firm has not been blacklisted nor come any adverse notice by any office of Government/ Semi-Government/ Public Sector undertaking.
9. An undertaking stating 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.
10. The bidder should have its principal place of business at Mumbai. In this regard, documentary evidence to that effect such as Certificate of Incorporation, Certificate of commencement of business, Shop and Establishment License, Agreement/s acquiring the premises, Electricity bill, Telephone bill etc, should be enclosed with technical bid.

**(IV) CRITERIA FOR PRE-QUALIFICATION ON THE BASIS OF THE FINANCIAL BID:**

1. ENVELOPE-2 super scribed "Financial Bid" will be opened only for eligible bidders.
2. ENVELOPE-2 super scribed "Financial Bid" should contain the Bid Value.
3. Financial Bid should contain the rates per kg (exclusive of payable taxes) "AS IS WHERE IS CONDITION".
4. The sale proceed so realized on the Gutter Waste will be treated as price inclusive of Customs duty, excluding in respect gutter waste of SEEPZ-SEZ Residential Complex.

  
 (Mahesh Yadav)  
 Estate Manager,  
 SEEPZ-SEZ Authority

**ANNEXURE -A**

**(i) PRIMARY DETAILS:**

- 1. Name of the Firm:
- 2. Office Address :
- 3. Contact No.:
- 4. E-mail address:

**(ii) PRE-QUALIFICATION DETAILS:**

- 1. Bidder should be registered/empanelled with SEEPZ-SEZ Authority.
- 2. Bidder shall submit the Earnest Money Deposit (EMD) for Rs.1,00,000/- (Rs. One Lakh Only) in the form of Demand Draft/ pay order drawn on any nationalized or scheduled bank in favour of "SEEPZ-SEZ Authority Fund" payable at Mumbai.
- 3. Contractor should submit valid Registration Certificate / Certificate of "Maharashtra Pollution Control Board (MPCB)" for handling of gutter waste."
- 4. Copy of PAN, GST Registration and Income Tax Return of last three years of the firm.
- 5. Self declaration of acceptance of terms and conditions duly signed by the bidder/firm(s) in token of having understood and agreed to the same should be attached along-with the Tender document.
- 6. Proof in terms of copy of work order in respect of contract awarded by Central Government /Central Government PSU/Government of Maharashtra / Government of Maharashtra Autonomous Body/industrial area located in Maharashtra/Bank/reputed private firms in previous 5 years. At least five clients list of above mentioned department/organization should be enclosed.
- 7. An Affidavit duly notarized stating that he has not been blacklisted nor come any adverse notice by any office of Government/ semi- Government/ Public Sector undertaking.
- 8. Bidder should not have any criminal background. In this regard, bidders have to submit an affidavit on Rs. 10/- stamp paper duly notarized.
- 9. An undertaking stating 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.
- 10. The bidder should have its principal place of business at Mumbai. The Successful Applicant shall submit the documentary evidence to that effect such as Certificate of Incorporation/Certificate of commencement of business/Shop and Establishment License/Agreement/s acquiring the premises/Electricity bill or Telephone bill etc.

**ANNEXURE-B**

**\*FINANCIAL BID FORMAT FOR "GUTTER WASTE"**

Sl. No.	Description	Rate per Kg. (in Rs.) (in figure)	Rate per Kg. (in Rs.) (in Words)
1	Removal/Disposal of gutter waste from SEEPZ-SEZ premises including SEEPZ-SEZ Residential Complex excluding custom duty and GST.		

*\*Rate should be excluded Customs duty and GST*

We undertake that the rates quoted above by us will not change during the Contract period and accept the payment schedule as described in the appropriate column.

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

Name & signature of the bidder  
with company seal



**OTHER TERMS AND CONDITIONS**

1. Successful bidder will be required to make the payment of Rs. 5,00,000/- (Rs. Five Lacs); within 07 days from the date of finalization of the bid, in the form of Demand Draft drawn on any nationalized or scheduled bank in favour of "SEEPZ SEZ Authority Fund" payable at Mumbai. Failure to make the payment in stipulated period will result into cancellation / termination of the contract and thereby the EMD amount will be forfeited. On receipt of Rs. 5,00,000/- (Rs. Five Lacs), the Work Order will be issued.
2. On receipt of Rs. 5,00,000/- (Rs. Five Lacs), the successful bidder will be allowed to clean, lift and dispose the gutter waste of equivalent value. Again the bidder will have to deposit Rs. 5,00,000/- (Rs. Five Lacs) for further removal of waste of equivalent value. The said cyclic process will be continued till 6 months for cleaning the gutter / removal of waste and disposal of the material. The entire material will have to be lifted regularly for 6 months on "AS IS WHERE IS CONDITION" from the date of issue of Work Order.
3. Cleaning, lifting and removal of the waste materials shall be done only under the supervision of Caretaker or any other representative nominated by the Authority for the said purpose.
4. All costs in connection with Cleaning, lifting, removing and disposing of the gutter waste materials will be borne by the successful bidder and no expenditure will devolve on the Authority.
5. Spreading or Drying or Segregation of the materials in the Zone will not be allowed.
6. Cleaning, Lifting and Removing of the gutter waste materials will be allowed from designated places for the purpose only and after issuance of necessary permissions by the Estate Manager.
7. Successful bidder shall be responsible for all cleaning aspect of gutter during the contract period.
8. **Weighing Procedure:** The empty vehicle will be weighed on the weighing bridge. Thereafter, weighing will be done again after loading of gutter waste in the vehicle, under the supervision of Caretaker or any other representative nominated for the purpose by the Authority. The difference in weighing will be considered as weight of the gutter waste.
9. **Billing:** 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 the successful bidder.
10. 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.

11. In case the bidder fails to remove the whole material of gutter waste, within stipulated period, without any justifiable reasons, the same will be treated as breach of contract and in that case the Authority will have the right to cancel/terminate the Work Order without assigning any reason and EMD amount will be forfeited. No representation will be entertained in this regard.
12. On termination or cancellation of contract, the successful bidder shall not be entitled for any sum or sums, whatsoever, from the Authority by way of compensation, damages or otherwise.



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

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AGENDA ITEM NO. 12

- A) **Proposal:** Annual Maintenance Contract for Civil work at Residential and Non-Residential Area of SEEPZ SEZ Authority for the year 2018-19
- B) **Specific Issue on which decision of Authority is required :-**  
Approval for Annual Maintenance Contract for Civil work at Residential and Non-Residential Area of SEEPZ SEZ Authority for the year 2018-19
- C) **Relevant provision of SEZ Act, 2005 & Rules :-**  
Section 34 of SEZ Act, 2005 and Rule 7 (1) of SEZ Authority Rules 2009.
- D) **Other information:**

The contract for Annual Maintenance Contract for Civil work at Residential and Non-Residential Area of SEEPZ SEZ Authority for the year 2018-19 amounting to Rs. 78,20,250/- was awarded to M/s. NFCD vide work order no. NFCD/MUM/SEEPZ/AMC-062/2017-18/1412 dated 18.03.2018 for a period of one year. Subsequently, the contract has been extended vide letter No. SEEPZ-SEZ/ESTATE/RQNRQ/220/2017-18/08347 dated 16/04/2019 till the finalization of new agency.

As this would take some time the existing agency was asked to continue since there were lot of complaints received from the unit holders and the allottees residing in the Quarters. Hence for day to day maintenance and upkeep of the Zone and quarters, the continuation for the existing agency was essential.

As the appointment of NFCD is being reviewed by Ministry, it is proposed that MIDC being the Special Planning Authority and the contract was already handled by MIDC earlier, it is proposed that an estimate may be called from MIDC for day to day maintenance of the Zone and Qrts. On receipt of the estimate and examination/ finalization of the estimate the same will be submitted to the Authority

**E) Recommendation:**

The proposal is for ratification of the existing contract awarded to M/s. NFCD for day to day maintenance of Residential and Non-Residential Area awarded to NFCD for the year 2018-19 and further continuation for the same amount to Rs. 78,20,250/- being placed before the Authority. Also on obtaining the estimate from MIDC and finalization of the same, the Authority will be informed about the same in the next meeting.

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सत्यमेव जयते

भारत सरकार / GOVERNMENT OF INDIA  
सीएफ़ - 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)

SEEPZ-SEZ/ESTATE/RQ-NRQ/220/2017-18/06803

18.03.2018

To,

National Cooperative Construction and  
Development Federation of India Limited,  
3<sup>rd</sup> floor, BFC Building,  
SEEPZ-SEZ, Andheri East,  
Mumbai-400096.

Sub: - Annual Maintenance Contract for Civil Works reg...

Sir,

I am directed to refer to your letter no. NFCD/MUM/SEEPZ-2018-19/1284 dated 27.02.2018 and to convey the approval of the Competent Authority of SEEPZ SEZ for awarding the contract of Civil Works to M/s. Royal Construction for the year 2018-19.

A copy of work order issued to M/s. Royal Construction may also be forwarded to this office for record purpose.

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

Yours faithfully,

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

Copy To: 1) Shri. G. S. Bhandari, Assistant, SEEPZ SEZ  
2) Smt. Recha Nair, Assistant, SEEPZ SEZ



भारतीय राष्ट्रीय सहकारी निर्माण एवं विकास संघ मर्यादित  
National Cooperative Construction and Development  
Federation of India Limited

( Regd. Under Ministry of Agriculture, Govt. of India  
Department of Agriculture & Cooperation, New Delhi )

3rd Floor, Business Facilitation Center, Seepz Sez Authority, Andheri, (East) Mumbai - 400 096.  
022-2429 6012 Mobile - 998702 92231 E-mail : nfcdmumbai@gmail.com / www.nfcdmumbai.com  
TAN MUMMN23685D / GST No- 27AABAN3789E12M

WORK ORDER NO. NFCDA/UM/SEEPZ/AMC-062/2017-18/K42

DT-20.03.2018

M/S. ROYAL CONSTRUCTION  
PVT. LTD. SOLOMON CHS LTD.  
COMPOUND NEAR HIRAMANDANI HOSPITAL  
ANDHERI (E) MUMBAI - 400 096

Subject: Annual Maintenance Contract for civil work at SEEPZ SEZ area  
Andheri (E) Mumbai - 400 096

Reference:

Tender submitted by you and technical bid opened  
Financial bid opened

dt:08.02.2018  
dt:20.02.2018

Gentlemen:

Your tender for the subject work, submitted by you on 08.02.2018, is hereby  
accepted for and on behalf of the SEEPZ SEZ for Rs 73, 20,250.00 (Rupees seventy  
three thousand two hundred fifty only) as per schedule of quantities  
attached.

Mr. Anil Sahoo, NCCD will be the Engineer in charge for this work under overall  
supervision of the undersigned. You are requested to contact the Engineer in charge for  
the possession of site, commencing the work and for further instructions in this  
regard.

The acceptance is subject to the following terms and conditions:

You are requested to obtain necessary work permit from the Competent Authority  
through Engineer before commencing the work.



# National Cooperative Construction and Development Federation of India Limited

( Regd. Under Ministry of Agriculture, Govt. of India  
Department of Agriculture & Cooperation, New Delhi )

CD

3rd Floor, Business Facilitation Centre, Seepz Sez Authority, Andheri, (East) Mumbai - 400 096.  
Tel: 922-2829 0012 Mobile: 998792 92231 E-mail: [nfcdmumbai@gmail.com](mailto:nfcdmumbai@gmail.com) / [www.nfcdmumbai.com](http://www.nfcdmumbai.com)  
TAN MLINM23635D / GST No 27AABAN3780E1ZN

You are requested to start the work from 21.03.2018, the entire work shall be carried out by you in accordance with the conditions and specifications stipulated in tender documents issued to you. Period of the contract is 12 month from 21.03.2018.

In terms and condition of tender, you are required to deposit an amount of Rs. 12.00 Lakhs (Rupees three lakhs only) one thousand twelve rupees only as Performance Guarantee, which is in addition to other deposits mentioned in the contract for proper performance of the contract. It shall be valid and binding without prejudice to any other provisions in the contract.

Performance Guarantee shall be valid up to the stipulated date of completion of work. Extension of period if any and refund of the guarantee shall be as per terms and conditions of contract.

Amount of P.M.D. of Rs. 4, 86,033.00 submitted by you shall be refunded after the Performance Guarantee.

Security Deposit of 2.5% of gross value of work shall be retained from your bill for this work.

Work shall be carried out strictly in accordance with the terms, conditions and specifications as stipulated in the tender documents, in the approved manner and as per standard practice. Materials required for completion of work shall be of approved quality make, grade etc. as mentioned in the tender and/or conforming to relevant Indian Standards (Latest revision) wherever applicable and approved by the Engineer.

You shall employ & maintain qualified Engineers and Supervisors on the job at all times and also bring to site and deploy such machineries and equipments as required for the satisfactory completion of the work.



# भारतीय राष्ट्रीय सहकारी निर्माण एवं विकास संघ मर्यादित National Cooperative Construction and Development Federation of India Limited

( Regd. Under Ministry of Agriculture, Govt. of India  
Department of Agriculture & Cooperation, New Delhi )

3rd Floor, Business Facilitation Center, Seepz Sez Authority, Andheri (East) Mumbai - 400 096.  
22 2829 0012 Mobile : 998792 9231 E-mail : nfcdmumbai@gmail.com / www.nccofmumbai.co.in  
TAN:MLJMN236350 / GST No ZTABBAN3780E12N

During the period of this work order, you are requested to furnish the copy of  
Income tax return / Audited profit and loss statement by licensed chartered  
accountant for financial year, as applicable.

Value of work done will be made from the business respect of this work and  
for the amount so credited will be issued by NCCD.

Government of Maharashtra from time to time and certificate to this effect will  
be issued by the Pay and Accounts Officer, NCCD.

During execution of work, you are required to follow all safety rules & security procedure that are in vogue and  
you are required to acknowledge the receipt and confirm the acceptance of this  
work order within three days from the date of receipt of the work order.

You have to empower your firm with NCCD  
as per terms & conditions of contract.

Yours faithfully



(S. Sakhadeo)  
(Regional manager)

(NCCD OF INDIA LTD)

Schedule of Quantities





भारत सरकार: Government of India,  
वाणिज्य एवं उद्योग मंत्रालय / Ministry of Commerce & Industry,  
सी.ए. - विशेष आर्थिक क्षेत्र प्राधिकरण / SEEPZ-Special Economic Zone Authority,  
अंधेरी (पूर्व), मुंबई / Andheri (East), Mumbai - 400 096  
दूरभाष / Tel.: 022-28294754 फैक्स / Fax: 28291585  
ई-मेल / E-mail: [odeseepz-mah@nic.in](mailto:odeseepz-mah@nic.in) वेबसाइट / Website: [www.seepz.gov.in](http://www.seepz.gov.in)

616

No: SEEPZ-SEZ/ESTATE/RQ-NRQ/220/2017-18/55347/08/19

Dated 16/04/2019

To,  
M/s National Cooperative Construction &  
Development Federation,  
3<sup>rd</sup> Floor, Business Facilitation Centre,  
SEEPZ-SEZ Authority,  
Andheri (E),  
Mumbai-96

Sub: Extension of Annual Maintenance Contract for Civil Work at  
Residential and Non-Residential Area of SEEPZ-SEZ Authority,  
Andheri (E), Mumbai-96.

Gentlemen,

Please refer to your letter dated 25/03/2019 seeking extension for subject work.

2. In this connection, this is to inform that the Competent Authority in this office has conveyed extension in supersession of earlier approval No. SEEPZ-SEZ/ESTATE/RQ-NRQ/220/2017-18/06801 for subject work till further orders.
3. A copy of work order being issued by M/s NFCD in respect of M/s Royal Constructions may be forwarded to this office for record purpose.

Yours faithfully,

  
(Ashish Mishra)  
Estate Manager,  
SEEPZ-SEZ Authority

Copy to:

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

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

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AGENDA ITEM NO. 13

A) Proposal:

AMC for Pest Control in SEEPZ SEZ Zone and Residential Complex.

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

Approval for AMC for Pest Control

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

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

D) Other information:

The existing agency for AMC of Pest Control was awarded to M/s .NFCD for a period of one year on 09.03.2018 and subsequent extension was granted till the finalization of the new agency vide letter dt. 05.08.2019.

Keeping in view of the upkeep of the Zone as well as Quarters the existing contract was extended. The Authority has already initiated action for hiring the services through GeM portal.

On finalization of the new agency, the same will be intimated in the next Authority meeting.

E) Recommendation:

The proposal is submitted before the Authority for information.

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सत्यमेव जयते

भारत सरकार / GOVERNMENT OF INDIA,  
सीएन - 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)

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SEEPZ-SEZ/ESTATE/PCS/306/2017-18/06099

09.03.2018

To,

National Cooperative Construction and  
Development Federation of India Limited  
3<sup>rd</sup> floor, BFC Building,  
SEEPZ-SEZ, Andheri East,  
Mumbai-400096.

**Sub:** - Pest Control Services for Residential quarters and BFC building, Service  
Centre building & Gate No. 1, 2 & 3 reg....

Sir,

I am directed to refer to your letter no. NFCD/MUM/SEEPZ-2018-  
19/1253 dated 20.02.2018 and to convey the approval of the Competent  
Authority of SEEPZ SEZ Authority for awarding the contract of Pest Control  
Service to M/s. **Pepcopp Control Services** for the year 2018-19.

A copy of work order issued to M/s. **Pepcopp Control Services** may also be  
forwarded to this office for record purpose.

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

Yours faithfully,

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

Copy To: 1) Shri. G.S. Bhandari, Assistant, SEEPZ-SEZ  
2) Smt. Rakha Nair, Assistant, SEEPZ-SEZ



**NFCD**

भारतीय राष्ट्रीय सहकारी निर्माण एवं विकास संघ मर्यादित  
**National Cooperative Construction and Development  
Federation of India Limited**

( Regd. Under Ministry of Agriculture, Govt. of India  
Department of Agriculture & Cooperation, New Delhi )

3rd Floor, Business Facilitation Center, Seepz Sez Authority, Andheri, (East) Mumbai - 400 096.

(O) Tel. 022 2829 0012 Mobile : 098702 92231. E-mail : nfcdmumbai@gmail.com / www.nfcdmumbai.com

TAN MUMN23635D / GST No 27AABAN3780E1ZN

613  
213

15/3  
Sh. Ajit  
- Sh. Chandan  
- Ms. Ruchy

**WORK ORDER NO. NFCD/MUM/SEEPZ/AMC-055/2017-18/1380**

DT: 14.03.2018

To,  
**M/s. PEPCOPP PEST CONTROL SERVICES PVT. LTD.**  
317, Hariom Plaza, 3<sup>rd</sup> Floor,  
M.G Road, Borivali ( E ),  
MUMBAI-400066

**Subject :** AMC for Pest Control Service in various locations in Residential quarters and Building Facility Centre, Service Centre Building & Security Gate No.1,2& 3 in SEEPZ-SEZ Authority Andheri (E) Mumbai - 400 096

**Reference:**

- |   |               |
|---|---------------|
| i) Tender submitted by you and Technical bid opened | dt.29.01.2018 |
| ii) Financial bid opened                            | dt.29.01.2018 |
| iii) Your letter                                    | dt.20.02.2018 |

**Gentlemen,**

\*\*\*

Your tender for the subject work, submitted by you on 29.01.2017 is hereby accepted for and on behalf of the SEEPZ-SEZ for Rs.5,75,800.00 (Rupees Five lakh, seventy five thousand, eight hundred only) as per schedule of quantities enclosed.

Shri. Ajit sahu, Electrical Engineer (EE), NFCD will be the Engineer in charge for this work under overall control of the undersigned. You are requested to contact the Engineer in charge for taking possession of site, commencing the work and for further instruction in this matter.

**The acceptance is subject to the following terms and conditions:**

You are requested to obtain necessary work permit from the Competent Authority through Engineer before commencing the work.

7967  
14/3/18

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212 612

**भारतीय राष्ट्रीय सहकारी निर्माण एवं विकास संघ मर्यादित**  
**National Cooperative Construction and Development**  
**Federation of India Limited**

( Regd. Under Ministry of Agriculture, Govt. of India  
Department of Agriculture & Cooperation, New Delhi )

3rd Floor, Business Facilitation Center, Seepz Sez Authority, Andheri, (East) Mumbai - 400 898.

(O) Tel. 022 2829 0012 Mobile : 098702 92231.E-mail : [nfcdmumbai@gmail.com](mailto:nfcdmumbai@gmail.com) / [www.nfcdmumbai.co](http://www.nfcdmumbai.co)

TAN MUMBAI236350 / GST No 27AABAN2780E1Z14

2. You are requested to start the work from 15.03.2018; the entire work shall be carried out by you in accordance with the conditions and specifications stipulated in the tender documents issued to you. Period of the contract is 12 month from 15.03.2018.

3. In terms and condition of tender, you are required to deposit an amount of Rs.28,790.00 (Rupees twenty eight thousand seven hundred ninety only) against irrevocable Performance Guarantee, which is in addition to other deposits mentioned elsewhere in the contract for proper performance of the contract agreement, (not withstanding and/or without prejudice to any other provisions in the contract) within 15 days of issue of this letter.

The Performance Guarantee shall be valid up to the stipulated date of completion plus 60 days from the date of issue of this letter. Extension of period if any and refund of the guarantee shall be as per relevant terms and conditions of contract.

The amount of EMD of Rs.28,904.00 submitted by you shall be refunded after receipt of Performance Guarantee.

4. The Security Deposit @ 2.5 % of gross value of work shall be retained from your running bill for this work.

5. The work shall be carried out strictly in accordance with the terms, conditions and specifications as stipulated in the tender documents, in the approved workmanlike manner and as per standard practice. Materials required for satisfactory completion of work shall be of approved quality, make, grade etc as mentioned in the tender and/or conforming to relevant Indian Standard Specifications (Latest revision) wherever applicable and approved by the Engineer.

6. You shall employ & maintain qualified Supervisors on the job at all times. You shall also bring to site and deploy such machineries and equipment's as necessary for the satisfactory completion of the work.

~ 2 ~







**NCFD**

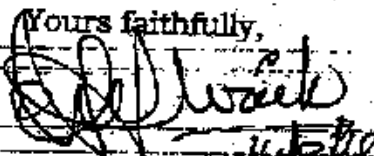
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**भारतीय राष्ट्रीय सहकारी निर्माण एवं विकास संघ मर्यादित**  
**National Cooperative Construction and Development Federation of India Limited**  
 ( Regd. Under Ministry of Agriculture, Govt. of India  
 Department of Agriculture & Cooperation, New Delhi )

3rd Floor, Business Facilitation Center, Seepz Sez Authority, Andheri, (East) Mumbai - 400 096.  
 (O) Tel. 022 2629 0012 Mobile : 098702 92231 E-mail : [nfcdmumbai@gmail.com](mailto:nfcdmumbai@gmail.com) / [www.nfcdmumbai.com](http://www.nfcdmumbai.com)  
**TAN MUNN23635D / GST No 27AABAN3780E12N**

7. During the period of this work order, you are requested to furnish the copy of latest Income Tax return / Audited profit and loss statement by licensed Chartered Accountant, for financial year, as applicable.
8. As per instructions of Ministry of Finance, a recovery of Income Tax @ 2% and surcharge thereon (@ as prescribed by the Ministry of Finance from time-to-time) of gross value of work done, will be made from all the bills in respect of this work and the amount so recovered will be credited to the Income Tax Authorities and a certificate for the amount so credited will be issued by NCFD
9. Labour Welfare Cess as applicable will be deducted from your bills at the rate notified by the Government of Maharashtra from time to time and certificate to this effect will be issued by the Pay and Accounts Officer, NCFD.
10. You shall follow all safety rules & security procedure that are in vogue and applicable during execution of work.
11. You are required to acknowledge the receipt and confirm the acceptance of this work order within three days from the date of receipt of the work order.
12. You have to Empanel your firm with NCFD.
13. Penalty applicable as per terms & conditions of contract.

Thanking you,

Yours faithfully,  
  
**(ASHOK C. NAIR)**

Encl. : Schedule of Quantities

(NCFD OF INDIA LTD)

Copy forwarded to:  
 Estate Manager (DDC), SEEPZ-SEZ Authority, Mumbai



GOVERNMENT OF INDIA  
MINISTRY OF COMMERCE AND INDUSTRY  
SEEPZ SPECIAL ECONOMIC ZONE AUTHORITY  
ANDHERI (E), MUMBAI - 400 096

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F. No. SEEPZ-SEZ/ESTATE/PCSP/40/2019-20/15057

5<sup>th</sup> ~~July~~ <sup>Aug</sup> 2019

M/s. National Co-operative Construction  
Development Federation of India Ltd.,  
Near, BFC Building,  
SEEPZ SEZ Andheri (E)  
Mumbai 400 096.

Sub: Extension AMC for Pest Control Services in various locations in  
Residential Quarters as well as BFC, Service Center Building and  
Security Gate 1, 2 and 3 in SEEPZ-SEZ.


Gentlemen,

Please refer to the work order no. SEEPZ-SEZ/ESTATE/PCS/306/2017-  
18/06096 dated 09.03.2018.

In this connection, we write to inform you that your Contract has been  
extended till finalization of new Contract with same Scope of work, Terms &  
Conditions and Same Cost.

A copy of extension letter being issued by M/s. NCCD in respect of M/s.  
Peppercorn Pest Control Services Pvt. Ltd. may be forwarded to this office for  
record purpose.

Yours faithfully,

  
518119  
(Ashish Mishra)  
Estate Manager,  
SEEPZ-SEZ Authority

Copy to:

- ✓ 1) Purchase and Sale Section, SEEPZ-SEZ
- 2) Security Section, SEEPZ-SEZ
- 3) Caretaker Section, SEEPZ-SEZ

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

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**AGENDA ITEM NO. 14**

**A) Proposal:**

The Contract for Disposal of Non-Hazardous Solid Waste for the year 2019-20.

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

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

**C) Other information:**

The proposal for disposal of non-hazardous solid waste for the year 2019-20 was placed before the 35<sup>th</sup> Authority meeting held on 29/03/2019; wherein it was decided to expedite the procedure of tendering for hiring new agency. Accordingly, the tender was published vide Notice dated 24/01/2019, 28/02/2019, 28/03/2019. As less bids were received. Keeping in view of the healthy competition Committee unanimously decided to public final Tender Notice on 27/05/2019. However after open publications on above mentioned dates, only one bid was received and on scrutiny by the Committee, M/s. Garib Nawaz Corporation was qualified and subsequently recommended for awarding the contract to M/s. Garib Nawaz Corporation for a period of one year w.e.f. 19/08/2019 to 18/08/2020. Accordingly Work Order No. SEEPZ-SEZ/EMS/WT/GC/67/2014-15/VOL-V/15407 dated 05/08/2019 was issued on following rates:-

Sr. No.	Description	Rate per Kg.	Sr. No.	Description	Rate per Kg.
1	Mix Garbage	Rs. 5.25/-	7	LD/HD Plastic	Rs. 20.75/-
2	Mix Waste	Rs. 5.25/-	8	Metal Scrap	Rs. 23.75/-
3	Mix Plastic	Rs. 32.00/-	9	Thermacol	Rs. 35.00/-
4	Cardboard/Carton	Rs. 10.30/-	10	White Paper	Rs. 11.25/-
5	Glass	Rs. 15.00/-	11	Color Paper	Rs. 35.00/-
6	Wood	Rs. 3.20/-	12	Wet Waste	Free of cost

The agenda is placed before the Authority for information.

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सत्यमेव जयते

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

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

No. SEEPZ-SEZ/EMSAWT/GC/67/2014-15/Vol-V / 5407

Dated 05/08/2019

To,

M/s Garb Nawaz Corporation,  
Shop No. 19/B, Kohinoor Society,  
Opp. B.M.C. School,  
Andheri-Ghatkopar Link Road,  
Sakinaka,  
Mumbai - 400 072

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

Gentlemen,

Kindly refer to your quotation dated 15/06/2019 on the aforesaid subject.

2. In this connection, this is to inform that the rates quoted by you have been approved by the Competent Authority. The details of the same are as follows:-

Sr. No.	Description	Rate per Kg.
1	Mix Garbage	Rs. 5.25/-
2	Mix Waste	Rs. 5.25/-
3	Mix Plastic	Rs. 32.00/-
4	Cardboard/Cartron	Rs. 10.30/-
5	Glass	Rs. 15.00/-
6	Wood	Rs. 3.20/-
7	LD/HD Plastic	Rs. 20.75/-
8	Metal Scrap	Rs. 23.75/-
9	Thermacol	Rs. 35.00/-
10	White Paper	Rs. 11.25/-
11	Color Paper	Rs. 35.00/-
12	Wet Waste	Free of cost

Terms and conditions are as follows:-

- You shall deposit Rs. 10,00,000/- (Rupees Ten lakh) before effective of this work order as Security Deposit.

अध्यक्ष Chairperson: 25290256

सचिव Secretary: 28294770

एडवाइजर (संपत्ति) Manager (Estate): 28294770

फैक्स / Fax: 28291385 / 28291754

ई-मेल / E-mail: dcsseepz-mah@nic.in

वेबसाइट / Website: www.seepz.gov.in

सीपज़ विशेष आर्थिक क्षेत्र प्राधिकरण के कार्य के क्रम - प्राधिकरण के पत्र

2. You shall also deposit Rs. 2,00,000/- (Rupees Two lakh) as Performance Security in addition to the Security Deposit.
3. Once the deposited amount of Rs. 10,00,000/- (Rupees Ten lakh) is exhausted, advance shall be deposited by you for subsequent lifting of garbage.
4. VAT and TCS shall be charged extra.
5. The garbage shall be lifted to ensure that the "Kachra Kundi" remains clean. No garbage shall be accumulated near the dump area.
6. 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.
7. 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.
8. 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.
9. You will be permitted to enter only along with the vehicle, without vehicle, bidder will not be permitted to enter in to the premises.
10. 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.
11. This Work Order is effective from 19/08/2019 till 18/08/2020.
12. All terms and conditions as mentioned in the Tender Notice shall remain unchanged.

Yours sincerely,

  
5/8/19  
(Ashish Mishra)

Specified Officer / Estate Manager,  
SEEPZ-SEZ Authority

Copy to:

- ✓ 1. Security Section, SEEPZ-SEZ, Mumbai ..... for necessary action.
2. Billing Section, SEEPZ-SEZ Authority.
3. M/s R.Devendra Kumar & Associates... with direction to ensure any recovery should not be left with M/s Yadgaar Enterprises.



भारत सरकार / Government of India  
 वाणिज्य एवं उद्योग विभाग / Ministry of Commerce & Industry  
 सी.ए.ए. - विशेष आर्थिक क्षेत्र प्राधिकरण / SEEPZ-Special Economic Zone Authority  
 मुंबई (ए.ए.सी.) / Mumbai - 400196  
 फोन / Tel.: 022-26297319, फैक्स / Fax: 26291385  
 ईमेल / E-mail: ddscept@mahatel.nic.in, वेबसाइट / Website: www.seepz.gov.in



No. SEEPZ-SEZ/EMS/WT/CC/67/2014-15/Vol-V/10916

Dated 23/05/2019

**NOTICE INVITING TENDER**

Sub: Tender for disposal of non-hazardous solid waste from SEEPZ-SEZ Mumbai

The SEEPZ-SEZ Authority hereby invites bids for disposal of following non-hazardous solid waste from SEEPZ-SEZ, Mumbai for the year 2019-20.

Sr. No.	Particulars
1	Mix Garbage
2	Mix Waste
3	Mix. Plastic
4	Cardboard/ Carton
5	Glass
6	Wood
7	LD / HD Plastic
8	Metal Scrap
9	Thermacol
10	White Paper
11	Colour Paper
12	Wet Waste

Note: The duffable waste material arising during the process of authorized operations shall not be included in the scope of this tender.

**TERMS AND CONDITIONS TO BIDDERS**

11. Bid System	Two bid system (Technical bid and Financial bid)
12. Bid Validity	The tenderer should remain available for discussion for a period of 30 days from the date of opening of bids.
13. Bid Security	Rs. 10,00,000/- (Ten Lakhs only)

15	Cost of tender documents	Free of Cost
16	Last Date of submission of bid (in sealed condition)	17/06/2019 up to 14.30 hrs
17	Date & Time of opening of tender	18/06/2019 at 15.30 Hrs. at DC Office, SEEPZ-SEZ.
18	Security Deposit/ Performance Guaranty Deposit (PGD)	As per the Terms & Conditions
19	Bid/Bid Security	Rs. 2.00 lakh drawn in the form of Demand Draft / Pay Order drawn on any Nationalized or Scheduled Bank in favor of "SEEPZ-SEZ Authority Fund" payable at Mumbai.

## II. PROCEDURE FOR SUBMISSION OF TENDER

1. The envelope containing quotation shall be super-scribed as "Tender for disposal of non-hazardous solid waste from SEEPZ-SEZ Authority-2019-20" and addressed to the Estate Manager, SEEPZ-SEZ, Andheri (E), Mumbai-96. Name and address of the agency should be mentioned on the envelope.
2. The envelope shall contain following:
  - a. Sealed Envelope No. 1 super-scribed as "Technical Bid" containing the documents as prescribed in Annexure-I.
  - b. Sealed Envelope No. 2 super-scribed as "Financial Bid" containing the Rate per KG indicating rate per kg offered for each item separately in prescribed format as indicated in Annexure-II.
3. The award of contract will be on the basis of total value calculated on the basis of weighted average of garbage for last six months.
4. Bidders shall sign each and every page of the tender notice and submit with the bid.
5. The tender shall be deposited in the tender box kept at ground floor near Inward Section of Development Commissioner's Office, SEEPZ-SEZ, Andheri (E), Mumbai-400 096.
6. Failure to comply with the conditions shall be liable for rejection and no appeal request will be entertained.
7. Unsealed bid will not be accepted.

## III. TERMS & CONDITIONS OF CONTRACT

1. The successful bidder shall deposit Rs. 20,00,000/- (Twenty Lakhs) as security deposit for the contract.
2. The successful bidder shall be responsible for the disposal of garbage in the area of SEEPZ-SEZ, Andheri (E), Mumbai.
3. The successful bidder shall be responsible for the disposal of garbage in the area of SEEPZ-SEZ, Andheri (E), Mumbai.

4. The tender shall be awarded for a period of 01 (One) year from the date of award of contract.
5. The successful bidder shall lift the garbage of at least 02 nos. of truckload or entire material 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, work will be given to the next eligible bidder without calling any fresh tender for remaining period or is extended by Competent Authority. The garbage lifting period will be Monday to Friday from 10:00 a.m. to 05:00 p.m. except Saturday, Sunday & Govt. Holidays.
6. Successful bidder will be permitted to enter only along with the vehicle, without vehicle, bidder will not be permitted to enter in to the premises.
7. 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.
8. During the contract period, the contractor has to ensure that the Kachara Kund remains clean. No garbage shall be accumulated near the dump area.
9. The garbage shall be lifted on day to day basis.
10. Bills shall be prepared by the Authority Billing Section after determination of weight of non-hazardous solid waste, as per the rate at which the quotation has been accepted. Applicable taxes on the bill will also be payable by the successful bidder.
11. Every bidder must go through the terms and conditions carefully and understand them before submitting their tender. No excuse that the conditions have not been read/ understood will be entertained later.
12. Use English or Hindi language only, while submitting the bid. All correspondence in connection with or arising from a bid shall be in English / Hindi.
13. Any tender not accompanied by EMD will be rejected. Exemption from submission of EMD by the bidders shall be applicable as per Govt. of India's guidelines.
14. Unsuccessful bidder's EMD will be discharged and returned as promptly as possible. The successful bidder's Earnest Money will be discharged only after receipt of Performance Security.
15. EMD may be forfeited in case of withdrawal of tender during the period of tender validity specified by the bidder or the tender term.
16. Tender will be opened on 18th/09/2019 at 11:00 AM in the office of the Development Officer, SEEPZ/SEZ, Kachhara Kund, and the officials or their representatives may be present during the opening of tenders.
17. Any tender received by the SEEPZ/SEZ Authority after the deadline will be rejected and no correspondence/communication in any form will be entertained.
18. The SEEPZ/SEZ Authority will award the contract to the bidder with the lowest bid, provided the bid is compliant with the terms and conditions of the tender. The successful bidder shall be notified in writing.



competitiveness of the price quoted provided further that the bidder is determined to be qualified to perform the contract satisfactorily.

- 19. The SEEPZ-SEZ Authority reserves the right to accept or reject any or all tenders without assigning any reason.
- 20. The agency will be solely responsible for making statutory compliances (i.e. P.F., ESIC etc.) in respect of deployed personnel for the awarded work. In the event of non-compliance found, the amount of security deposit will be forfeited and award of contract may be terminated with immediate effect.

(Raju Kumar)

Asstt. Development Commissioner  
SEEPZ-SEZ

ANNEXURE-I

Pre-Qualification Bid Documents (Technical Bid Documents)

1. Name of the company/agency
2. Recent passport size color photograph of the authorised person of the bidding agency must be affixed
3. Postal Address of the company/agency
4. Name of the responsible person (s) with address
5. Name, designation and address of the person(s) authorized to sign on behalf of and responsible to the bidding (herein after referred as bidder) (attested copy of power of attorney to be enclosed), if any
6. Whether the firm is private or public limited. (Attested copies of certificate of Incorporation/Mem & Art to be enclosed)
7. Name, Present Address, Contact No. of Promoters and Directors / Partners / Promoter
8. Telephone / Mobile No. registered in the name of the company/agency. (copy of latest paid telephone / mobile bill, is to be enclosed)
9. Valid Email Address of the agency/responsible person - (for communication purpose)
10. Total No. of regular staff employed in the tendering agency.
11. Earnest Money Deposit of Rs. 2.00 lakhs (Rupees two lakhs) in favor of "SEEPZ-SEZ Authority Fund" payable at Mumbai.
12. Self certified copies of PAN, GST Registration, Shop & Establishment License issued by the Competent Authority.
13. At least 07 years of Experience in the related field (Details of previous clients). Out of 07 years of experience, the participating firm should have minimum 3 years of experience in providing the service to the Central / State Govt owned establishment / Public Sector Undertaking / Autonomous Bodies of Central / State Govt.
14. The bidder should have a minimum turnover of Rs. 1 Crore (Rupees One Crore) per annum and should submit the copy of balance sheet for last three years duly certified by Chartered Accountant.
15. Photocopy of Income Tax Return of preceding three years.
16. Proof of present address / Present mobile telephone bill / Utility bill of present address.
17. Bidder or any of its relatives should not have been declared as a defaulting participating bidder. In case bidder has submitted an Affidavit on Rs. 100 stamp paper certifying that he is not a defaulting bidder.
18. Bidder should also submit a declaration stating whether or not he/she has been blacklisted by any organization or not.
19. A copy of terms and conditions duly signed by the bidder, in acknowledgement of the bid to the effect that the bidder has carefully read and has accepted the contents of the tender.

X

ANNEXURE-II

FINANCIAL BID FORMAT

Sr No.	Particulars	Rate per Kg.
1	Mix Garbage	
2	Mix Waste	
3	Mix Plastic	
4	Cardboard/ Carton	
5	Glass	
6	Wood	
7	LD/ HD Plastic	
8	Metal Scrap	
9	Thermacol	
10	White Paper	
11	Colour Paper	
12	Wet Waste	

*[Handwritten mark]*

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

Signature of the bidder with tender seal

600

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

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**AGENDA ITEM NO. 15**

**A) Proposal:** One time removal and disposal of "Septic Tank Waste" from SEEPZ SEZ Premises.

**B) Relevant provision of SEZ Act, 2005 & Rules :-**  
Section 34 of SEZ Act, 2005 and Rule 7 (1) of SEZ Authority Rules 2009.

**C) Other information:**

The proposal of One time removal and disposal of "Septic Tank Waste" from SEEPZ SEZ Premises was placed before the 35<sup>th</sup> Authority meeting held on 29/03/2019, wherein it was decided to expedite the procedure of tendering within 6 months time. As per the decision of the Authority, this office had requested MIDC to provide the drawing of Septic Tank for further action in this regard.

In its response, the Executive Engineer, MIDC was informed that "drainage/storm water drainage in SEEPZ were provided during its inception. The drawing of the septic tank is not traceable, as the initial infrastructure was provided around 40 years back". Accordingly, it was directed to the Consultant (Civil) to prepare RCC Drawing of Septic Tank, so that necessary steps for tendering may be taken. In this regard, the Consultant vide its reply dated 07/08/2019 stated that "the structure of septic tank is 40 years old as per the report of the Dy. Engineer, MIDC. The possibility of damaging the RCC top slab/side walls of the septic tank due to the constant touch with the solid/liquid waste and formation of unhygienic gas produced in the septic tank cannot be denied. Therefore, the Consultant (Civil) has recommended for hiring of PMC for strengthening of existing septic tank with remodeling of existing sewer lines in the SEEPZ-SEZ premises through proposed project management consultant". The matter is under examination.

It is mentioned that that earlier also one time removal of septic tank was carried out in 2010-11. The sample was tested by MINT and the applicable cost and the duty was paid by the bidder. Since lot of septic tank waste has been accumulated and needs to be removed for the cleanliness and upkeep of the Zone, the same procedure by floating a tender needs to be carried out.

Hence, the Authority has examined the matter and is in the process of finalization of the tender proceeding as per the GFR Rules.

After finalization of new agency, the same will be intimated to the Authority in next meeting. Agenda is placed before the Authority for information please.

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

\*\*\*\*\*

AGENDA ITEM NO. 16

A) **Proposal:**

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

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

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

C) **Other information:**

The proposal for **Collection and Segregation of Dry/Wet Waste in SEEPZ SEZ premises for the year 2019-20** was placed before the 35<sup>th</sup> Authority meeting held on 29/03/2019, wherein it was decided to expedite the procedure of tendering within 6 months time. Accordingly, the process for publication of tender notice is being initiated

M/s. Shri Siddivinak Entrps. was awarded for **Collection and Segregation of Dry/Wet Waste in SEEPZ SEZ premises for the year 2019-20** on 08.03.2018 for the year 2018-19 for one year. As the accumulation of the dry/wet waste will create a shabby look, the existing contract was extended vide letter dt. 26.03.2019 until further orders.

As the new agency needs to be finalized for the said work, the Authority is in the process of finalizing the tender proceedings for wide publicity. After finalization of new agency, the same will be intimated to the next Authority meeting. The Agenda is placed before the Authority for information.

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597  
 सीपज़ विशेष आर्थिक क्षेत्र प्राधिकरण  
 सीपज़ सेवा-केंद्र भवन, सीपज़-विजाडे  
 अंधेरी (पूर्व), मुंबई - 400 096

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

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

Dated 07.03.2018

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>			<b>Rs. 4,51,354.00 per month</b>
			<b>Rs. 54,16,368.00 per year</b>

अध्यक्ष Chairperson 28290856

सचिव Secretary 28294770

प्रबंधक (संपदा) Manager (Estate) 28294770

तार / 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 :-

- a. 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.
- b. 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.
- c. 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.
- d. 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.
- e. 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/SW/MV(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



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 : 022-28294779 फैक्स / Fax : 28291385  
 ई-मेल / E-mail: ddcseepz-mah@nic.in वेबसाइट / Website: www.seepz.gov.in



No. SEEPZ-SEZ/ESTATE/SWMV(P)/33/2016-17/06510/11/12 Dated 24.03.2019

To,  
 M/s Shri Siddhivinayak Enterprises,  
 31/A/103, Deogiri CHS Ltd.,  
 Chandivall 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

etc

Copy to:

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

	<p>भारत सरकार / Government of India,          वाणिज्य एवं उद्योग मंत्रालय / Ministry of Commerce &amp; Industry,          सीज़ - विशेष आर्थिक क्षेत्र प्राधिकरण / SEEPZ-SEZ Authority,          अंधेरी (पूर्व), मुंबई / Andheri (E), Mumbai - 400 096          टेलि / Tel.: 022-28294770 फैक्स / Fax: 28291254          ईमेल / E-mail: <a href="mailto:dd@seepz-mumbai.in">dd@seepz-mumbai.in</a> वेबसाइट / Website: <a href="http://www.seepz.gov.in">www.seepz.gov.in</a></p>
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No. SEEPZ-SEZ/ESTATE/SWIMV(P)/33/2016-17/04010 Dated 13/02/2018

**NOTICE INVITING TENDER**

**Sub: Tender for "collection and segregation of dry/wet waste in SEEPZ-SEZ premises for the Year 2018-19".**

The SEEPZ-SEZ Authority invites sealed quotations for collection and segregation of Dry/Wet Waste in SEEPZ-SEZ premises for a period of one year, extendable with mutual consent and based on the performance of the agency.

**> PROCEDURE FOR SUBMISSION OF TENDER:**

1. The envelope containing quotation shall be super scribed as tender for "collection and segregation of dry/wet waste in SEEPZ-SEZ premises for the Year 2018-19". Name of the agency should be mentioned on the top of the envelope.

2. Description of Dry Waste and Wet Waste:

**Dry Waste:**

- a. Primary metal and non metal.
- b. Cardboard paper, metal wood, glass and other miscellaneous items as also ferrous and non ferrous metals.
- c. Removal of waste leading to spillage and open handling of waste materials.

**Wet Waste:**

- a. Wet waste consists of food waste.
- b. Waste comprises of Cardboard, paper, metal, plastic, wood, glass, mix waste etc.
- c. Waste quantity is approx. 60 ton every month.



- 3. The envelope shall contain following:-
  - a. Financial quotation will be as per "Annexure-A".
  - b. Demand Draft of Rs. 5,000/- (Rupees five thousand) in favour of "SEEPZ-SEZ Authority Fund" payable at Mumbai as an Earnest Money Deposit (EMD).
  - c. Profile details of agency, self certified copies of PAN and GST Registration.
- 4. The tender shall be dropped in the tender box kept at ground floor near Inward Section of Development Commissioner's Office, SEEPZ-SEZ, Andheri (E), Mumbai - 400 096.
- 5. If the bidder does not complying with the conditions, in that situation the tender will be rejected and no appeal/request will be entertained.
- 6. Last date for submission of quotation is 27/02/2018 till 14:00 hrs. and same will be opened on 27/02/2018 at 15:30 hrs. in the presence of bidders or their authorized representatives.

➤ **TERMS & CONDITIONS OF CONTRACT:**

- 1. The successful bidder shall deposit Rs. 50,000/- (Rupees fifty thousand) within 05 days from issuing of Work Order as Security Deposit.
- 2. The tender shall be awarded for a period of One (01) year from the date of award of contract. After expiry of the contract, further extension will be granted, subject to the mutual consent and based on the performance of the agency.
- 3. Successful bidder have to collect the dry and wet waste at a specified time decided by the SEEPZ-SEZ Authority, through the vehicles owned or hired by the successful bidder from the units/collection points and segregate them into three categories viz. Bio-degradable, Non-biodegradable and Domestic Hazardous wastes.
- 4. It will be entire responsibility of the successful bidder that the vehicle and driver will follow the punctuality of collecting the dry and wet waste from the unit/collection point.
- 5. Successful bidder have to deploy following minimum manpower/vehicles for the work:-
  - a. 01 no. of Supervisors for each shift i.e. from 07:00 am to 14:00 pm and 14:00 pm to 21:00 pm.
  - b. 01 no. of vehicle with driver and 03 nos. of labours/workers for each shift for collection of waste from units/collection point.
  - c. 10 nos. of workers in each shift for segregation of waste.



- 6. The successful bidder will be fully responsible for collection and segregation of entire waste generated during the day and he may deploy extra manpower if required at his cost.
- 7. 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 everyday. The collection point should be cleaned everyday and the waste collected on a particular day should be segregated on the day of collection.
- 8. 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, 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.
- 9. Successful bidder shall 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 bolting machine, paper compressor machine, weighing machine either arranged or owned by the successful bidder.
- 10. The successful bidder should maintained the segregation area and should not allow entry of any unauthorized person except representative appointed by SEEPZ-SEZ Authority.
- 11. The successful bidder shall 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 the successful bidder to send the wet waste/canteen waste to the biogas plant.
- 12. The successful bidder shall provide the daily attendance of the workers employed for the work to the Estate Manager, SEEPZ-SEZ Authority.
- 13. Successful Bidder shall be ensured following, without fail :-
  - a. 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.
  - b. Labour/workers will comply with the SEZ Rules and Regulations and guidelines provided by the SEEPZ-SEZ Authority from time to time. Successful bidder will also be responsible for the conduct of such hired workers/labours and shall remain answerable to the SEEPZ-SEZ Authority.

- c. The successful bidder shall comply with all the statutory requirement (such as EPE, ESIC, Bonus, Minimum Wages Act etc.) required for execution of the said tender.
- d. 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.
- e. 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.

14. To ensure the feasibility of Dry/Wet Waste, the interested bidders may visit SEEPZ-SEZ only on working days from 10:00 a.m. to 17:00 p.m., except Govt. holidays, Saturday and Sunday with prior permission of Security Officer/Estate Manager, SEEPZ-SEZ.

**Payment terms and conditions**

- 1. The payment will be released on monthly basis after completion of the month.
- 2. The bidder 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.



(Mahesh Yadav)  
Estate Manager,  
SEEPZ-SEZ Authority

**ANNEXURE-A**

**FINANCIAL BID FOR COLLECTION AND SEGREGATION OF WASTE (DRY/WET) FROM SEEPZ-SEZ PREMISES FOR THE YEAR 2018-19.**

<b>Sr. No.</b>	<b>Description</b>	<b>Quotation in Rs. (figures as well as in words) Per Month</b>	<b>Quotation in Rs. (figures as well as in words) Per Year</b>
1	Tender for "collection and segregation of dry/wet waste in SEEPZ-SEZ premises for the Year 2018-19".		

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

Signature of the bidder with seal



**GENERAL TERMS & CONDITIONS**

1. Every bidder must go through the terms and conditions carefully and understand them before submitting their tender. No excuse that the conditions have not been read/ understood will be entertained later.
2. Bidders must be written in English/Hindi. All correspondence in connection with or arising from a bid shall be in English/ Hindi.
3. Single cover systems will be adopted. Signed copy of terms and conditions, EMD and Annexure "A" filled in with relevant details along with all mandatory documents should be placed in an envelope, sealed and superscribed Tender for "collection and segregation of dry/wet waste from SEEPZ-SEZ premises for the Year 2018-19" on the top of the envelope. Unsealed materials will not be accepted.
4. Bidder shall furnish, as a part of its tender, Earnest Money of Rs. 5,000/- (Rupees five thousand). The Earnest Money shall be in the form of Demand Draft/Pay Order drawn on any Nationalized or Scheduled Bank in favour of "SEEPZ-SEZ Authority Fund" payable at Mumbai.
5. Any tender not accompanied by EMD will be rejected. Submission of EMD exemption by the bidders will be applicable as per Govt. of India's guidelines. Unsuccessful bidder's EMD will be discharged or returned as promptly as possible. The successful bidder's Earnest Money will be discharged upon the bidder's signing the contract.
6. EMD may be forfeited, in case of withdrawal of tender during the period of tender validity specified by the bidder on the tender form.
7. Any tender received after the deadline, the tender will be rejected and no correspondence/communication in this regard will be entertained.
8. The SEEPZ-SEZ Authority will award the contract to the successful bidder, whose tender has been determined to be substantially responsive and finalized based on the suitability of the agency with reference to the prescribed criteria and competitiveness of the price quoted provided further that the bidder is determined to be qualified to perform the contract satisfactorily.
9. Bidder/agency should not been black listed by the Government or any Public and Private sector undertakings and also not have criminal background. To this effect, a self declaration with company profile shall be enclosed.



10. Self declaration with stating following should also be enclosed with company profile-

*"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".*

11. The SEEPZ-SEZ Authority reserves the right to accept or reject any or all tenders without assigning any reason.

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

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**AGENDA ITEM NO. 17**

**a) Proposal: -**

Recruitment for engaging Engineers (Civil & Electrical), Consultant (Legal & Labour), Hindi Translator.

**b) Specific Issue on which decision of AUTHORITY 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 Intimation of engaging of the Consultants was placed before the 35<sup>th</sup> Authority by following due procedure and selection of Candidates by the Consultancy Evaluation Committee thus constituted and accordingly they were engaged purely on contract basis for a period of one year subject to the terms and conditions stipulated therein.

However on expiry of the tenure, it is mentioned that the Authority is in the process of carrying out the procedure as per the GFR 2017 for engaging services of Consultants Legal & Labour and also for Engineers (Civil & Electrical) and Hindi Translator for day to day work.

Consultants Legal & Labour and also for Engineers (Civil & Electrical) and Hindi Translator for day to day work.

The said procedure would take a months time hence, it is submitted to the Authority that the services of the existing Consultants/Engineers may be extended for a period of one month on the same remuneration or till the finalization and engagement of the fresh candidates whichever is earlier.

**e) Recommendation :-**

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

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## **I. CIVIL ENGINEER:**

1. **Description of Assignment:** Civil Engineer will inspect, Survey, investigate, plan, design, construction and operation of projects related to all civil works.
2. **Procuring Entity's Organization Background:** The SEEPZ-SEZ Authority was established in 2009 an autonomous organization under the Ministry of Commerce, Government of India. The Authority is acting as Developer as per the role defined in the Special Economic Zone Act 2005.
3. **Assignment Background:** The Authority is involved in development of infrastructure in the SEEPZ Special Economic Zone for promoting exports. There are various civil work is being carried out on day to day basis for development of the Zone including construction, maintenance and repairs work, hence required Civil Engineer to inspect, Survey, investigate, plan, design, construction and operation of projects related to all civil works including all type of repair and maintenance.
4. **Statement of Purpose/Objectives:** as stated at Sl. No. 3
5. **Statement of Assignments Outcomes:**

The Engineer shall be deployed on lump-sum (fixed price Contract) during the contract period of one year. The Civil Engineer shall perform the assigned duties/Tasks as given below.

### **6. Detailed Scope of Work:**

- a. **Tasks, Activities, dependencies, bar chart and Gantt Chart, Milestones**
  - Will assist Estate Manager, during the execution of Survey, investigate, plan, design, inspection, construction and operation of projects related to all civil works.
  - Will furnish the Utilization Certificate on completion of major/minor works after due inspection/verification of documents
  - Any other work assigned by the Competent Authority during the contract period.

### **b. Place of Assignment and Touring Requirements if any**

SEEPZ SEZ, Andheri(E), Mumbai. No Outstation Touring.

### **c. Length and Duration of assignments**

One Year which may be extended on mutual agreement based on the requirement and performance at the sole discretion of the Chairperson SEEPZ-

SEZ Authority. The contract period can be terminated at any point of time due to failure to execute the assigned work or breach of contract.

**7. Qualification Requirements for the Civil Engineer (and any other requirements which will be used for evaluating the key experts under the Bid data sheet):**

One Civil Engineer with following qualifications and experience:

- a) Bachelor's Degree in Civil Engineering with min. 60% from a recognized University/ Institute
- b) Experience of at least 5 years in handling above works/projects
- c) Age- Not more than 45 years

**8. Deliverables, Reporting Requirements and Time Schedule for Deliverables [If no reports are to be submitted, state here "Not applicable.": As indicated at Sl. No. 6 above.**

As indicated in the scope of work will be the deliverables considered for performance evaluation.

**9. Background material, Data, reports, records of previous surveys and so on, to be provided to the Civil Engineer (Mention a caveat about reliability of material provided and need for the Civil Engineer to verify and cross check vital aspects): As per scope of work.**

**10. Facilities such as local conveyance, office space, office machines, secretarial assistance, utilities, local services, etc., which would be provided to the Civil Engineer by the Procuring Entity (Specifically mention, what facility/utilities would not be provided and also, charges if any for facilities offered):**

- > **Remuneration** : A Lump-sum (fixed price) monthly package of Rs. 40,000/- which includes fixed and variable components without any other benefits which are applicable to regular employees of the SEEPZ Authority.
- > No Accommodation either owned or leased will be provided.
- > No local conveyance will be allowed, however Outstation travelling allowance will be admissible with the approval of the Competent Authority only for official purpose.
- > Suitable Office Space, Office equipment and secretarial assistance commensurate to the level/position of the consultant will be provided free of cost.

**11. Institutional and organizational arrangement****a. Counterpart Project Manager and Team**

He will be assisting the Estate Manager of SEEPZ SEZ Authority.

**b. Chain of Command for reporting**

He/she will report to the Competent Authority, SEEPZ-SEZ

**13. Procedure for review of the work of Civil Engineer after award of contract**

c) The performance of the candidate will be evaluated on monthly basis on the following parameter vis-à-vis the scope of work as indicated at Sl. No. 6 above:-

- a) Leadership quality
- b) Knowledge of subject assigned.
- c) Quality & Timely execution of the project/work.
- d) Achievement of targets assigned
- e) Integrity, Punctuality, discipline & honesty

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## **II. ELECTRICAL ENGINEER:**

- a. **Description of Assignment:** Electrical Engineer will assist Estate Manager in day-to-day works pertaining to Electrical Field.
2. **Procuring Entity's Organization Background:** The SEEPZ-SEZ Authority was established in 2009 an autonomous organization under the Ministry of Commerce, Government of India. The Authority is acting as Developer as per the role defined in the Special Economic Zone Act 2005.
3. **Assignment Background:** The Authority is involved in development of infrastructure in the SEEPZ Special Economic Zone for promoting exports. There are various electrical works are being carried out on day to day basis for development of the Zone including electrical maintenance, hence required Electrical Engineer to resolve the issues related with electrical work.
4. **Statement of Purpose/Objectives :** as stated at Sl. No. 3
5. **Statement of Assignments Outcomes :**

Electrical Engineer shall be deployed on lump-sum (fixed price Contract) during the contract period of one year. Electrical Engineer shall perform the assigned duties/Tasks as given below.

### **6. Detailed Scope of Work:**

- a. **Tasks, Activities, dependencies, bar chart and Gantt Chart, Milestones**
  - Will assist Estate Manager in day-to-day works related to Electrical works.
  - Confer with engineers, customers, and others to discuss existing or potential engineering projects and products.
  - Design, implement, maintain, and improve electrical instruments, equipment, facilities, components, products, and systems for commercial, industrial, and domestic purposes.
  - Operate computer-assisted engineering and design software and equipment to perform engineering tasks.
  - Direct and coordinate manufacturing, construction, installation, maintenance, support, documentation, and testing activities to ensure compliance with specifications, codes, and customer requirements.
  - Perform detailed calculations to compute and establish manufacturing, construction, and installation standards and specifications.
  - Any other work assigned by the Competent Authority during the contract period.
  - Will furnish the Utilization Certificate on completion of major/minor works after due inspection/verification of documents

**b. Place of Assignment and Touring Requirements if any**

SEEPZ SEZ, Andheri(E), Mumbai. No Outstation Touring.

**c. Length and Duration of assignments**

One Year which may be extended on mutual agreement based on the requirement and performance at the sole discretion of the Chairperson SEEPZ-SEZ Authority. The contract period can be terminated at any point of time due to failure to execute the assigned work or breach of contract.

**7. Qualification Requirements for the Electrical Engineer (and any other requirements which will be used for evaluating the key experts under the Bid data sheet):**

One Electrical Engineer with following qualifications and experience:

(a) Bachelor's degree in Electrical Engineering with 60% from recognized University/Institute.

(b) Experience of at least 5 years in handling the work related with the civil and electrical works/projects.

(c) Age- Not more than 45 years

**8. Deliverables, Reporting Requirements and Time Schedule for Deliverables [If no reports are to be submitted, state here "Not applicable.": As indicated at Sl. No. 6 above.**

As indicated in the scope of work will be the deliverables considered for performance evaluation.

**9. Background material, Data, reports, records of previous surveys and so on, to be provided to the Executive (Mention a caveat about reliability of material provided and need for the consultant to verify and crosscheck vital aspects) :**

As per scope of work.

**10. Facilities such as local conveyance, office space, office machines, secretarial assistance, utilities, local services, etc., which would be provided to the Electrical Engineer by the Procuring Entity (Specifically mention, what facility/utilities would not be provided and also, charges if any for facilities offered) :**

➤ **Remuneration** : A Lump-sum (fixed price) monthly package of Rs.40,000/- which includes fixed and variable components without any other benefits which are applicable to regular employees of the SEEPZ Authority.



- No Accommodation either owned or leased will be provided
- No local conveyance will be allowed; however Outstation travelling allowance will be admissible with the approval of the Competent Authority only for official purpose.
- Suitable Office Space, Office equipment and secretarial assistance commensurate to the level/position of the consultant will be provided free of cost.

**11. Institutional and organizational arrangement**

**a. Counterpart Project Manager and Team**

He will be assisting the Estate Manager of SEEPZ SEZ Authority.

**b. Chain of Command for reporting**

He/she will report to the Competent Authority, SEEPZ-SEZ

**13. Procedure for review of the work of consultant after award of contract**

d) The performance of the candidate will be evaluated on monthly basis on the following parameter vis-à-vis the scope of work as indicated at Sl. No. 6 above:-

- f) Leadership quality
- g) Knowledge of subject assigned.
- h) Quality & Timely execution of the project/work.
- i) Achievement of targets assigned
- j) Integrity, Punctuality, discipline & honesty

**III. HINDI TRANSLATOR :**

- 1. **Description of Assignment:** Compliance of provisions of Official Language Act, translation work from Hindi to English and vice-versa, perform administrative and any other work as may be assigned. Hindi Translator should have good communication and drafting skills.

**Desirable:** Proficiency of Computers in MS word.

- 2. **Procuring Entity's Organization Background:** The SEEPZ-SEZ Authority was established in 2009 an autonomous organization under the Ministry of Commerce, Government of India. The Authority is acting as Developer as per the role defined in the Special Economic Zone Act 2005.

- 3. **Assignment Background:** As per Official Languages Act, 1963 and guidelines issued by MHA, Department of Official Language, SEEPZ-SEZ Authority is keen to perform 90% work in Hindi. Hence, SEEPZ-SEZ Authority is required Hindi Translator for achieving the target of 90% work of Hindi Language.

- 4. **Statement of Purpose/Objectives :** as stated at Sl. No. 3

- 5. **Statement of Assignments Outcomes :**

The Hindi Translator shall be deployed on lump-sum (fixed price Contract) during the contract period of one year. The Hindi Translator shall perform the assigned duties/Tasks as given below.

- 6. **Detailed Scope of Work:**

**a. Tasks, Activities, dependencies, bar chart and Gantt Chart, Milestones**

- > Compliance of provisions of Official Language Act, translation work from Hindi to English and vice-versa, perform administrative and any other work as may be assigned. Hindi Translator should have good communication and drafting skills.
- > Any other work assigned by the Competent Authority during the contract period.
- > Proficiency of Computers in MS word is optional.

**b. Place of Assignment and Touring Requirements if any**

SEEPZ SEZ, Andheri(E), Mumbai. No Outstation Touring.

**c. Length and Duration of assignments**

One Year which may be extended on mutual agreement based on the requirement and performance at the sole discretion of the Chairperson SEEPZ-SEZ Authority. The contract period can be terminated at any point of time due to failure to execute the assigned work or breach of contract.

**7. Qualification Requirements for the Hindi Translator (and any other requirements which will be used for evaluating the key experts under the Bid data sheet):**

One Hindi Translator with following qualifications and experience:

- (a) Master's degree from a recognized University in Hindi or English with English or Hindi as a compulsory subject or
- (b) Master's Degree from a recognized University in any subject with Hindi as a medium of instruction and examination with English as a compulsory subject at Degree level.
- (c) Experience of at least 03 years in handling the work related to Hindi language.
- (d) Age- Not more than 45 years

**8. Deliverables, Reporting Requirements and Time Schedule for Deliverables [If no reports are to be submitted, state here "Not applicable.": As indicated at Sl. No. 6 above.**

As indicated in the scope of work will be the deliverables considered for performance evaluation.

**9. Background material, Data, reports, records of previous surveys and so on, to be provided to the Consultant (Hindi) (Mention a caveat about reliability of material provided and need for the consultant to verify and crosscheck vital aspects): As per scope of work.**

**10. Facilities such as local conveyance, office space, office machines, secretarial assistance, utilities, local services, etc., which would be provided to the Consultant (Hindi) by the Procuring Entity (Specifically mention, what facility/utilities would not be provided and also, charges if any for facilities offered):**

- > **Remuneration** : A Lump-sum (fixed price) monthly package of Rs.40,000/- which includes fixed and variable components without any other benefits which are applicable to regular employees of the SEEPZ Authority.
- > No Accommodation either owned or leased will be provided

- No local conveyance will be allowed, however Outstation travelling allowance will be admissible with the approval of the Competent Authority only for official purpose.
- Suitable Office Space, Office equipment and secretarial assistance commensurate to the level/position of the consultant will be provided free of cost.

**11. Institutional and organizational arrangement**

He will be performing all works related to transcription from English to Hindi and also achieve the target as per guidelines issued / issues by Department of Official Language, MHA, Government of India time to time.

**b. Chain of Command for reporting**

He/she will report to the Competent Authority, SEEPZ-SEZ

**13. Procedure for review of the work of consultant after award of contract**

e) The performance of the candidate will be evaluated on monthly basis on the following parameter vis-à-vis the scope of work as indicated at Sl. No. 6 above:-

- k) Leadership quality
- l) Knowledge of subject assigned.
- m) Quality & Timely execution of the project/work.
- n) Achievement of targets assigned
- o) Integrity, Punctuality, discipline & honesty

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**IV. CONSULTANT (LABOUR):**

**1. Description of Assignment:** Consultant (Labour) will be responsible for all cases related to Labour as well as he will advice on all matters referred by various Ministry/Dept of Govt. of India. Should have good communication and drafting skills.

**Desirable:** Proficiency of Computers in MS word.

**2. Procuring Entity's Organization Background:** The SEEPZ-SEZ Authority was established in 2009 an autonomous organization under the Ministry of Commerce, Government of India. The Authority is acting as Developer as per the role defined in the Special Economic Zone Act 2005.

**3. Assignment Background:** The Authority is handling approx. 300 nos. of companies situated in zone premises and managing approx. 1.00 lakh visitors daily. These visitors are the employees / labours of the companies. To resolve the issues related to labour, SEEPZ-SEZ Authority required a Consultant (Labour) to dealing such cases that arising time to time.

**4. Statement of Purpose/Objectives :** as stated at SL No. 3

**5. Statement of Assignments Outcomes :**

The Consultant shall be deployed on lump-sum (fixed price Contract) during the contract period of one year. The Consultant shall perform the assigned duties/Tasks as given below.

**6. Detailed Scope of Work:**

**a. Tasks, Activities, dependencies, bar chart and Gantt Chart, Milestones**

- > Will advice on all the matters referred by various Ministry/Dept of Govt. of India.
- > Will look after the govt. litigation works.
- > Will conduct labour cases and to appear in court on behalf of Central Govt. wherever required.
- > Will attend to any matters related to Parliamentary Committees, audit by CAG.
- > Will perform administrative and any other work as may be assigned by the Competent Authority.
- > Proficiency of Computer is MS word is optional

**b. Place of Assignment and Touring Requirements if any**

SEEPZ SEZ, Andheri(E), Mumbai. No Outstation Touring.

c. Length and Duration of assignments

One Year which may be extended on mutual agreement based on the requirement and performance at the sole discretion of the Chairperson SEEPZ-SEZ Authority. The contract period can be terminated at any point of time due to failure to execute the assigned work or breach of contract.

7. Qualification Requirements for the Consultant (and any other requirements which will be used for evaluating the key experts under the Bid data sheet):

One Consultant (Labour) with following qualifications and experience:

- (a) Degree from a recognized University in Labour/ Industrial/ Personal Management/ Labour Welfare
- (b) Min. 5 years experience in tendering advise in any of the fields including litigation, arbitration,
- (c) Age- Not more than 45 years

8. Deliverables, Reporting Requirements and Time Schedule for Deliverables [If no reports are to be submitted, state here "Not applicable.": As indicated at Sl. No. 6 above.

As indicated in the scope of work will be the deliverables considered for performance evaluation.

9. Background material, Data, reports, records of previous surveys and so on, to be provided to the consultant (Mention a caveat about reliability of material provided and need for the consultant to verify and crosscheck vital aspects) : As per scope of work.

10. Facilities such as local conveyance, office space, office machines, secretarial assistance, utilities, local services, etc., which would be provided to the consultant by the Procuring Entity(Specifically mention, what facility/utilities would not be provided and also, charges if any for facilities offered) :

- > Remuneration : A Lump-sum (fixed price) monthly package of Rs.70,000/- which includes fixed and variable components without any other benefits which are applicable to regular employees of the SEEPZ Authority.
- > No Accommodation either owned or leased will be provided
- > No local conveyance will be allowed, however Outstation travelling allowance will be admissible with the approval of the Competent Authority only for official purpose.

- Suitable Office Space, Office equipment and secretarial assistance commensurate to the level/position of the consultant will be provided free of cost.

**11. Institutional and organizational arrangement**

a. He will be dealing with the matters pertaining to Labour issues of SEEPZ SEZ Authority.

**b. Chain of Command for reporting**

He/she will report to the Competent Authority, SEEPZ-SEZ

**13. Procedure for review of the work of consultant after award of contract**

- The performance of the candidate will be evaluated on monthly basis on the following parameter vis-à-vis the scope of work as indicated at Sl. No. 6 above:-

- p) Leadership quality
- q) Knowledge of subject assigned.
- r) Quality & Timely execution of the project/work.
- s) Achievement of targets assigned
- t) Integrity, Punctuality, discipline & honesty

**V. CONSULTANT (LEGAL):**

1. **Description of Assignment:** Consultant (Legal) will dealing all the legal matters of SEEPZ-SEZ Authority.
2. **Procuring Entity's Organization Background:** The SEEPZ-SEZ Authority was established in 2009 an autonomous organization under the Ministry of Commerce, Government of India. The Authority is acting as Developer as per the role defined in the Special Economic Zone Act 2005.
3. **Assignment Background:** The Authority is involved in development of infrastructure in the SEEPZ Special Economic Zone for promoting exports. Approx. 300 companies are working presently in the SEZ zone premises. To resolve the legal issues that arising time to time, SEEPZ-SEZ Authority is required a Consultant (Legal) to advice & managing the matters arising on day to day basis on the issues related with legal.
4. **Statement of Purpose/Objectives :** as stated at Sl. No. 3
5. **Statement of Assignments Outcomes :**

The Consultant shall be deployed on lump-sum (fixed price Contract) during the contract period of One year. The Consultant shall perform the assigned duties/Tasks as given below.

**6. Detailed Scope of Work:**

**a. Tasks, Activities, dependencies, bar chart and Gantt Chart, Milestones**

- Will advice on all the matters referred by various Ministry/Dept of Govt. of India.
- Will look after the govt. litigation works.
- Will conduct court cases and to appear in court on behalf of Central Govt. wherever required.
- Will attend to matters relating to DRT/City Civil Court/Industrial Court/Labour Court/High Court/Supreme Court cases.
- Vetting of agreements, MOUs.
- Will attend to any matters related to Parliamentary Committees, audit by CAG.
- Will approaching Law Ministry for nomination of Panel Counsel on receipt of copy of WP/SLP/Petition/Suite if any for initiating necessary correspondence.
- Will prepare para-wise comments in consultation with the Competent Authority.
- Will ensure timely filing of Notices, Replies, Affidavit-in-Reply.
- Will prepare Eviction Proceedings, Show Cause Notices and Order-in-Original if any;
- Will perform administrative and any other work as may be assigned by the Competent Authority.
- Should have good communication and drafting skills



➤ Proficiency of Computers in MS word is optional.

**b. Place of Assignment and Touring Requirements if any**

SEEPZ SEZ, Andheri (E), Mumbai. No Outstation Touring.

**c. Length and Duration of assignments**

One Year which may be extended on mutual agreement based on the requirement and performance at the sole discretion of the Chairperson SEEPZ-SEZ Authority. The contract period can be terminated at any point of time due to failure to execute the assigned work or breach of contract.

**7. Qualification Requirements for the Consultant (Legal) (and any other requirements which will be used for evaluating the key experts under the Bid data sheet):**

One Consultant (Legal) with following qualifications and experience:

- (a) Law Graduate preferably LL.M from recognized University or equivalent.
- (b) Min. 5 years experience in tendering advice in any of the fields including litigation, arbitration, convincing cyber-law infrastructure agreements.
- (c) Age- Not more than 45 years

**8. Deliverables, Reporting Requirements and Time Schedule for Deliverables [If no reports are to be submitted, state here "Not applicable.": As indicated at Sl. No. 6 above:**

As indicated in the scope of work will be the deliverables considered for performance evaluation.

**9. Background material, Data, reports, records of previous surveys and so on, to be provided to the consultant (Mention a caveat about reliability of material provided and need for the consultant to verify and crosscheck vital aspects):** As per scope of work.

**10. Facilities such as local conveyance, office space, office machines, secretarial assistance, utilities, local services, etc., which would be provided to the consultant by the Procuring Entity (Specifically mention, what facility/utilities would not be provided and also, charges if any for facilities offered):**

➤ Remuneration : A Lump-sum (fixed price) monthly package of Rs.70,000/- which includes fixed and variable components without any other benefits which are applicable to regular employees of the SEEPZ Authority.

- No Accommodation either owned or leased will be provided
- No local conveyance will be allowed, however Outstation travelling allowance will be admissible with the approval of the Competent Authority only for official purpose.
- Suitable Office Space, Office equipment and secretarial assistance commensurate to the level/position of the consultant will be provided free of cost.

**11. Institutional and organizational arrangement**

**a. Counterpart Project Manager and Team**

He will be dealing the all legal cases of SEEPZ SEZ Authority.

**b. Chain of Command for reporting**

He/she will report to the Competent Authority, SEEPZ-SEZ

**13. Procedure for review of the work of consultant after award of contract**

- The performance of the candidate will be evaluated on monthly basis on the following parameter vis-à-vis the scope of work as indicated at Sl. No. 6 above:-
  - u) Leadership quality
  - v) Knowledge of subject assigned.
  - w) Quality & Timely execution of the project/work.
  - x) Achievement of targets assigned
  - y) Integrity, Punctuality, discipline & honesty

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

**AGENDA ITEM NO. 18**

**A) Proposal :-**

The proposal for waiver the excessive rental charges w.e.f. 01.04.2015 of Export Promotion Council for EOUs & SEZ (EPCES).

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

Waiver of excessive rental charges and revision of the same w.e.f. 01.04.2015

**C) Relevant provision of SEZ Act, 2005 & Rules 2006**

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

**D) Other Information :-**

The Director General of Export Promotion Council for EOUs & SEZ Units, New Delhi vide their Email dated 19.07.2004 & 11.08.2004 has requested to provide office space in Zone at nominal charges. MIDC, SEEPZ-SEZ Sub Division has surrendered their office space at SDF-VI back to SEEPZ Administration on 26.10.2004. The area of said space is 516.80 sq. ft.

This office vide letter dated 01.11.2004 has allotted space admeasuring 516.80 sq. ft. at SDF-VI for EPCES for a period of five years on following conditions:-

- a) They shall pay Rs.2000/- p.m. as rent for the space and BMC Taxes @Rs.328/- per sq. mtrs. p.a. and Service Charges @ Rs.6/- per Sq. mtrs. p.a. the payment for Rent and service charges should be made by DD and it should be drawn in favour of "Accounts Officer, SEEPZ-SEZ Mumbai" and for BMC Taxes the DD should be in favour of "Municipal Corporation of Greater Mumbai".
- b) They are liable to pay the penal interest @ 12% on rent if it is not paid in the prescribed period.
- c) They shall get electricity meter transfer in their name and shall pay the electricity bill.

Further, this office vide letter dated 20.11.2009 had allotted the office in the BFC Bldg. on 20.11.2009 and directed EPCES to make advance payment of lease rent @ 2000/- per month, BMC taxes @ Rs.328/- per sq. mtr. and service charges @Rs.23/- per sq. mtr. p. a. before taking possession of the aforesaid unit.

This office revised the rent vide Circular No.13 dated 11.05.2015 w.e.f. 01.04.2015 the rent of BFC Building was revised of Rs.474 per sq. mtr. pm. w.e.f. 01.04.2015 except, where special concession has been granted by Authority.

EPCES vide their letter dated 03.05.2019 has stated that the monthly rental charges for their office was astronomically increased and hence requested to refix the rental charges at a reasonable fixed amount.

The details of rental charges levied for the year 2004 to 2009 (area 48 sq.mtr.) and 2015 till date (area 53 sq.mtr.) are as under :-

Years	Rent charges for the space	BMC Taxes	Service Charges	Total Charges	Rent per year
2004 to 2009	Rs.2000/- p.m. (2000x 12=24,000)	Rs.328/- per sq. mtrs. p.a. (328 x 48 sq.mtr.= 15,744)	Rs.6/- per Sq. mtrs. p. a. (6 x 48 sq.mt.= 288)	Rs. 40,032/- per year  (24,000+ 15,744+288)	
2015 to till date	Rs.474/-p.m. (474 x 12 months x 53 sq.mtr.= 3,01,464)	Rs.3.40/-per sq. mtrs. p.m. (3.40 x 12 months x 53 sq. mtr.= 2162)	Rs.20.83 per Sq. mtrs. p. m. (20.83 x 12 months x 53 sq.mt.=13,248)	Rs.3,16,874/- per year  (3,01,464+ 2162 + 13,248)	

\*Total outstanding rental dues of EPCES is Rs. 25,90,381.76

Rent charges being on a higher side, they have requested to reduce the rental charges.

As EPCES is a non-profit agency to represent EOUs and SEZ developers and units and also takes up the issue related to the units with the concerned authorities and State Govt. and also help in aiming to promote exports, invite investment and facilitate growth of employment, it is proposed before the Authority that the rent may be restored to Rs. 2000/- p.m. as per their letter dt. 01.11.2004 w.e.f. 2015 till 2017-18. Further @ Rs. 4000/- p.m. w.e.f. 01.04.2018 upto 31.03.2020 and @ Rs. 8000/- p.m. w.e.f. 01.04.2020 onwards. However, BMC taxes and service charges may be kept unchanged.

**E) Recommendation:**

The proposal for waiver of the excessive rental charges w.e.f. 01.04.2015 of Export Promotion Council for EOU's & SEZ (EPCES) and restoration of rental charges @ Rs. 2000/- per month w.e.f. 01.04.2015 till 31.03.2018 and @ Rs. 4000/- p.m. for the period 01.04.2018 to 31.03.2020 & @ Rs. 8000/- p.m. for the period 01.04.2020 onwards is placed before the Authority for consideration.

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# Export Promotion Council for EOUs & SEZs

(Ministry of Commerce & Industry, Govt. of India)

8G, 8th Floor, Hansalaya Building, 15, Barakhamba Road, New Delhi-110001

Tel: 011-23329766-69, Fax: 011-23329770

E-mail: [epces@epces.in](mailto:epces@epces.in), Web: [www.epces.in](http://www.epces.in)

Bhuvnesh Seth  
Vice Chairman

EPC/SEZ/AMI8/F-4  
September 5, 2019

Mrs. Meeta Ravi Lochan, IAS  
Development Commissioner (Addl. Charge)  
SEEPZ Special Economic Zone  
Andheri (East), Mumbai

*[Handwritten signature]*  
Bhandari

Respected Madam,

At the outset, we would like to inform you that Export Promotion Council for EOUs and SEZs (EPCES) has been set up by Ministry of Commerce & Industry, Government of India, in January 2003, to service the export promotional needs of EOUs, SEZ Units and SEZ Developers in the country. EPCES represents approx. 7000 EOUs and SEZ spread all over the country. The exports from EOU/SEZ Sector during 2018-19 was to the extent of Rs. 7,01,179 crore. Exports from EOUs were to the extent of approx. Rs. 90,000 crore. SEZ Sector providing direct employment to more than 2 million people with an investment of more than Rs. 5 lakh crore.

EPCES is very much thankful to your goodself for providing assistance and help for smooth functioning of the Council.

Madam, as per the decision of Department of Commerce, 8 Regional Offices of EPCES are functioning in the offices of the Zonal Development Commissioners.

EPCES Regional Office Mumbai has been functioning at SEEPZ SEZ at 3<sup>rd</sup> floor of Business Facilitation Centre on a monthly rental of Rs. 2,000/- per month plus BMC charges @ Rs.328/- PSM per annum and Rs. 6 PSM per annum.

However from July 2015, the monthly rent charge was astronomically increased to Rs. 25,220/- plus other charges as before. In this regard Regional Director EPCES SEEPZ SEZ has already requested the then DC SEEPZ SEZ to consider and reduce the increased rental charges.

Keeping in view the facts stated above, we request your goodself to consider our request for nominal increase in the rental since EPCES is a non-profit making organization, established to service the export promotional needs of EOUs & SEZs with the help and assistance of all the Development Commissioners.

Keeping in view of the above, we humbly request your goodself to kindly consider reduction in monthly rental of EPCES Regional Office in Business Facilitation Centre, SEEPZ SEZ, Mumbai.

Your help and cooperation in this regard will be highly appreciated.

With respectful regards,

Yours sincerely,

*[Handwritten signature]*

(Bhuvnesh Seth)



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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. 03.05.2019

The Development Commissioner  
SEEPZ-SEZ

Dear Sir:

Sub:- Revision of Lease Rent for our Office No. 303 - BFC Bldg., reg.

Kind reference is invited to the discussion had with your goodself in the above matter. As desired, copies of allotment orders and previous letter submitted to the then DDC/Estate, are enclosed.

As brought to you kind notice, the monthly rental charges for this office was astronomically increased by the earlier Estate Manager's office. On discussing the matter with the then Development Commissioner, Seepz-SEZ, he promised to look into the same, but due to the reasons not known to this office he did not take any action.

We therefore request your goodself to kindly look into the matter, and refix the rental charges at a reasonable fixed amount for which this council will be ever grateful to you.

With highest regards

Your faithfully,

U. RAKUMAR  
REGIONAL DIRECTOR  
EPCES (WR)

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07/05/19

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Mrs. Kishu





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

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

File No. SEEPZ-SEZ/EMS/LR/35/2015-16

Date: 11<sup>th</sup> May, 2015

**Circular No. 13**

**Sub: Revision of Lease Rent w.e.f. 01.04.2015.**

The SEEPZ-SEZ Authority in its meeting no. 25<sup>th</sup> held on 13.04.2015 has approved lease rent w.e.f. 01.04.2015 as under:

Locations	Existing lease rent per sq. mtrs. p.a. (2014-15) (Rs.)	Revised Rate w.e.f. 01.04.2015 per sq. mtr. p.a. (Rs.)
SDF, G&J and Basement	760	1100
	810	
	950	
	980	
	1320	1600
	1450	
	2230	2350
	1940	

**Public Utility**

Locations	Lease Rent w.e.f. 01.04.2015 per sq. mtr. (Rs.) p.a.
Kaydee Canteen	1100
ICH canteen	500
MTNL	500
Post Office	500

*[Handwritten Signature]*

अध्यक्ष Chairperson 28290856      सचिव Secretary 28294729      प्रबंधक (संपदा) Manager (Estate) 28294725  
 फॅक्स Fax : 28291385 / 28291754      ई-मेल E-mail: dcseepz-mah@ntc.in      वेबसाइट Website : www.seepz.gov.in

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




**BFC Building**

The lease rent will be charged Rs. 474 per sq. mtr. pm. w.e.f 01.04.2015 except, where special concession has been granted by Authority.

**SEEPZ Residential Complex**

Locations	Lease Rent w.e.f. 01.04.2015 per sq. mtr. (Rs.)
Shopping Complex →	1100 (p.a)
SEEPZ Staff Qtrs →	4000 (p.m.)

  
 (Mrs. M.J. Kulkarni)  
 Estate Manager  
 SEEPZ-SEZ Authority

To:

1. All Unit holders in all the Buildings, SEEPZ SEZ
2. The Chairman, SEEMA, SEEPZ
3. The President, G & J Manufacturer's Association, SEEPZ SEZ



सत्यमेव जयते

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सोपल विशेष आर्थिक क्षेत्र प्राधिकरण  
सोपल सेवा-केन्द्र भवन, सीपझ-विठ्ठाली  
जंबेरी (पूर्व), मुंबई - 400 096.

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

No. SEEPZ SEZ/HMS/BFC/08-09/ 12236

November 20, 2009

M/s Export Promotion Council for BOUs & SEZ Units,  
SDF-VI, Gr. Floor,  
SEEPZ SEZ

Sub: Allotment of Office no. 3, Business Facilitation Centre

Gentlemen,

I am directed to refer to your letter dt. 16.10.09 on the above cited subject and to say that your request for the office no. 3 in BFC Building has been examined in detail.

In this connection, it is stated that you are directed to make the payment of lease rent @ Rs. 2000/- per month, BMC taxes @ Rs. 328/- per sq. mt. and service charges @ Rs. 23/- per sq. mt. p.a.

You are requested to do the needful and pay the advance rent and take the possession of the aforesaid unit. In case the possession of the aforesaid premises is not taken within 15 days of the receipt of this communication, the allotment will stand cancelled.

Further you are also requested to seek permission from this office and MIDC and also submit the plan for any renovation work.

Kindly acknowledge the receipt of this letter.

Yours faithfully,

(M.J. Kulkarni)

Manager (Estate)

SEEPZ SEZ Authority



सत्यमेव जयते

भारत सरकार  
विदेशी मुद्राओं का विभाग  
श्रीलंका विशेष आर्थिक क्षेत्र  
मुंबई में स्थित  
SEEPZ SEZ  
DEPARTMENT OF EXCHANGE  
OFFICE of the Development Commissioner,  
SEEPZ SEZ, SION, MUMBAI  
Ministry of Commerce  
Mumbai

No. SEEPZ SEZ/EMS/ADS/38/02-03/ 875

1<sup>st</sup> November, 2004

The Export Promotion Council for EOUs & SEZ Units,  
205, Bhikaji Cama Bhawan,  
Bhikaji Cama Place,  
New Delhi-110 066

Sub: Allotment of space.

Sr,

Kindly refer to your e-mail dated 11<sup>th</sup> August, 2004 on the subject cited above.

You have been allotted space admeasuring 516.80 sq.ft. at SDF VI for your office initially for a period of five years on following terms and conditions:

- 1) You shall pay Rs.2,000/- p.m. as rent for the space and BMC Taxes @ Rs.328/- per sq. mtrs. p.a. and Service charges @ Rs.5/- per sq. mtrs. p.a. The payment for Rent and Service charges should be made by DD and it should be drawn in favour of Accounts Officer, SEEPZ SEZ Mumbai and for BMC Taxes the DD should be in favour of "Municipal Corporation of Greater Mumbai".
- 2) You are liable to pay the penal interest @ 12% on rent if it is not paid in the prescribed period.
- 3) You shall get electricity meter transfer in you name and shall pay the electricity bill.

Before taking possession, you are requested to pay twelve months Rent, BMC Taxes and Service Charges in advance.

Kindly acknowledge the receipt of this letter.

Yours faithfully,

*(Handwritten Signature)*

(Mrs M J Kulkarni)  
Asstt. Development Commissioner  
SEEPZ SEZ

Copy to: Shri PC Nambiar, Regional Chairman, EPCES, SEEPZ SEZ, Serum Institute of India, Pune.

द्विफोन : 28290143 / 28292144  
Telephone : 28290046 / 28292147  
E-mail : dcseepz@vsnl.com

तार : सीप्रोजोन  
Telegram : SEEPROZONE  
Website : www.seepz.com

फोन : 20291385 / 2829  
Fax : 28291385 / 2829

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### Export Promotion Council for Software & SEZs

MINISTRY of Commerce & Industry, Govt. of India  
Western Regional Office, Office No. 2, 1<sup>st</sup> Floor, Business Facilitation Centre,  
SEEPZ, Special Economic Zone, Andheri (East), Mumbai - 400 050  
Phone: 91-22-26261361 Fax: 91-22-26261362 E-mail: [seepz@epcsws.com](mailto:seepz@epcsws.com)

*Shri*  
*Sh. Bhambhani*

Dt. 21.06.2018

The Development Commissioner  
SEEPZ-SEZ

Dear Sir:

Sub:- Monthly lease rent for office premises allotted to EPCES.

Your goodself may kindly recall the discussion had with you by the undersigned and Shri P.C. Nambiar, Ex. Chairman, EPCES, about the arbitrary and astronomical increase made by earlier Development Commissioner in regard to the rental charges for the office premises allotted to EPCES, Western Region.

Initially, the premises in the ground floor of the SDF-VI, was allotted to the Regional Office of EPCES with rental and other charges as below (Vide copy of letter No. SEEPZ-SEZ/EMS/ADS/38/02-03/8757 dt. 01.11.2004 enclosed for ready reference).

RENT	2000.00
BMCTAX	328.00 (Per Sq. Mtr, per annum)
Service Charges	6.00 (per Sq. Mtr, Per annum)

The amount of rent was fixed at nominal level on account of the fact that the EPCES was not in a sound financial position and also that having office near to DC's Office will enable EPCES to actively assist and supplement the activities of DC's office whenever required.

After completion of BFC bldg, then Development Commissioner suggested to surrender the ground floor of SDF VI so as to enable manufacturing activities of the units located therein and against the allotment of present office premises in BFC Bldg. The D.C. was also kind enough to consider the utility and financial condition of the Regional Office and directed to pay the same rent and other charges as fixed earlier. Accordingly the Regional office used to make the payment vide letter No. SEEPZ-SEZ/EMS/08-09 dt. 20.11.2209 (copy enclosed).

However to our surprise the then previous DC/Seepz increased the rental charges more than 10 times of the existing rent at a stretch. The matter was discussed with DC, and we had submitted a letter as far back as in 2015 requesting to re consider the increase of rental charges (copy of letter enclosed for ready reference). In para 3 of the letter the EPCES have briefly stated about the justification for continuation of existing rental and other charges. However, no communication in this regard was received from the then DC, though the representatives of EPCES had met the DC several times.

It may be mentioned that the membership of the council has since been made mandatory and financial position is expected to improve. We, therefore, humbly submit that a reasonable increase on rent, as DC/Seepz, may consider

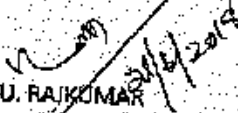
5315  
2116/18

appropriate, may be fixed from 01.04.2018, waiving the earlier excessive rental charges, for which this council will be ever grateful.

Thanking you,

With highest regards

Yours faithfully,  
For Regional Council, EPCES (WR)

  
U. RAJKUMAR  
Regional Director,  
EPCES (WR)

End:- As above.

DEVELOPMENT COMMISSIONER, SEEPZ-SEZ

From: "epces" <epces@vsnl.net>  
To: <dc@seepz.com>  
Sent: Wednesday, August 11, 2004 5:15 PM  
Subject: FW: EPCES

COPY FOR KIND INFORMATION TO SHRI V. MADHAVAN NAIR,  
DEVELOPMENT COMMISSIONER,  
SEEPZ SPECIAL ECONOMIC ZONE,  
MUMBAI.

WARM REGARDS,

(L. B. SINGHAL)  
DIRECTOR GENERAL

*TDC.*  
*we may also a*  
*suitable space in*  
*Seepz Service Centre.*  
*10/12/04*

Original Message  
From: epces@vsnl.net [mailto:epces@vsnl.net]  
Sent: Wednesday, August 10, 2004 6:22 PM  
To: dc@seepz.com  
Subject: EPCES

EXPORT PROMOTION COUNCIL FOR EOU's & SEZ UNITS  
705, BHIKAJI CAMA BHAVAN, BHIKAJI CAMA PLACE, NEW DELHI 110 066  
TEL : 26165805, 26167042, FAX: 26165538, EMAIL : epces@vsnl.net

No.EPC/SEZ/AM05/A.14  
August 10, 2004  
*ADE*  
*EMS*

*N. disum*  
*immediate*  
*10/12/04*

Refer to my earlier e-mail dated 19.7.04 (copy enclosed) for setting up Regional Office decided in the Central Governing Council meeting held in Kolkata on 18.6.04. EPCES Rs.20,000/- for purchase of furniture and will provide Rs.20,000/- per month on account of Regional Director and other running expenditure. Procedure for opening of the account of Regional Director were elaborated in the minutes of Central Governing Council meeting held on 18.6.04. A copy of these minutes have already been sent to you vide letter dated 5.7.04.

For the effective functioning of the Council, it is imperative that all the seven Regional Offices are set up as soon as possible so that the Council activities will get multiplied at eight places. I have requested Regional Chairmen, MEPZ SEZ, Noida SEZ, Vizag SEZ and Falta SEZ that necessary steps should be taken for opening of the account, opening of the office etc. I request you to convene the Regional Governing Council immediately and take all necessary steps so that the Council should be started immediately.

At the Governing Council meeting held on 18.6.04 it was also decided that a computer, printer and fax machine for each Zone will be provided by EPCES Head Office. The matter regarding the purchase of printer and fax machine for regional offices of the Council was discussed at the Administration and Purchase Panel held on 26.7.04 at New Delhi. The Panel decided

*12/8*  
*Shree*  
*Air/Govt*  
8/12/2004

1. Regional Offices are authorized to purchase computers, printers and fax machines by a Committee of 3 members comprising Development Commissioner, Regional Chairman and Regional Vice-Chairman.

2. Regional offices may purchase IBM Computers. However, if Committee consider it more appropriate to buy any other brand, it may do so after consideration.

The suggested configuration received from NIC is enclosed at Annexure-I.

3. Sharp or Cannon fax machine with high speed capacity of 30 copies per minute may be purchased.

Accordingly you may decide to purchase these items and EPCES will make payments.

I request you to kindly take necessary action accordingly and in case any further information is required please inform us.

With warm regards,

Yours sincerely,

(L.B. Singhal)

Dr. C. Nambiar,  
Regional Chairman, EPCES, SEEPZ SEZ,  
Export Institute of India Ltd.,

EXPORT PROMOTION COUNCIL FOR EOUs & SEZ UNITS  
BHIKAJI CAMA BHAVAN, BHIKAJI CAMA PLACE, NEW DELHI 110 066  
TEL : 26165805, 26167042, FAX: 26165538, EMAIL : epces@vsnl.net

No.EPC/SEZ/AM05/A.14  
July 19, 2004

Regional Chairmen

With regard to setting up of Regional Offices was considered in depth at the second meeting of the Governing Council of EPCES held on 18.6.04 at Kolkata and proposals received were considered. The following has been minuted in the minutes of the second meeting of the Council held on 18.6.04 at Kolkata:

Development Commissioner may be requested to provide office space in the Zone at no charges, if any. If possible, DC's office will provide a separate electricity meter. The Council will provide one fax machine, one computer and one printer to each Regional

**SEEPZ SEZ AUTHORITY**  
**SEEPZ-SPECIAL ECONOMIC ZONE, Govt. OF INDIA**  
**MINISTRY OF COMMERCE & INDUSTRY**  
**MUMBAI**  
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**AGENDA ITEM NO. 19**

**A) Proposal :-**

Proposal for Comprehensive AMC for Access Control System and CCTV cameras system

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

Approval for comprehensive AMC for Access Control System and CCTV cameras system

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

Section 34 of SEZ Act, 2005 and Rule 7 (2) (iii) of SEZ Authority Rules 2009

**D) Other Information :-**

Proposal of (i) Access Control system with integration of CCTV camera and (ii) CCTV camera alongwith periphery of SEEPZ amounting to Rs. 314.02 lacs & 264.00 lacs was approved by the Empowered Committee on 16.07.2013 for incurring the expenditure for capital projects under ASIDE scheme

The status of the project till date :-

Project	Total cost approved under ASIDE (Rs. in lacs)	Administrative approval (Rs. in lacs)	Estimate Approved by Authority for MIDC	Released in 2013-14 (Rs. in lacs)	Released in 2016-17 (Rs. in lacs)	Balance to be released as conveyed by MIDC (Rs. in lacs)
Security system, Access Control	314.00	250.00	292.13	125.00	122.50	44.63 as mentioned in the Utilization



system with integrated CCTV cameras (only of gates)						certificate upto Mar. 2018 and the amount receivable from SEEPZ is Rs. 89.80 lacs
Electronic Surveillance system CCTV camera alongwith periphery (for full Zone)	264.00	210.00	532.99	105.00	102.90	Total expenditure is Rs. 452.01 lacs as on Mar. 2018 and the final expenditure is Rs. 568.50 lacs as mentioned in the Utilization certificate upto Mar. 18 And the amount receivable from SEEPZ is Rs. 360.99 lacs

1. MOC&I vide letter dt. 24.06.2016 clearly mentioned that cost escalation if any will have to be borne by SEEPZ SEZ Authority
2. MIDC vide letter dt. 15.07.2016 had conveyed that the entire system of 151 cameras (i.e. 32 cameras of the gates and 121 nos. of cameras around the peripheral) was stabilized and the working since Jan. 2016 and is being maintained by M/s. Suyog Telematics beyond the Defect Liability period i.r.o. of the aforesaid project. Also MIDC vide their letter dt. 06.04.2018 had conveyed that the said agency is carryout out the CCTV cameras AMC work since 01.01.2018.
3. In the meeting held on 16.05.2016 MIDC had informed that the work is completed except uploading of customized software and the said software is under development and likely to be uploaded by 30.06.2016. Also against the 121 CCTV cameras along the periphery the same has been fixed and the

system is stabilized. MIDC had also informed that they are in the finalization of the AMC for the said project

4. Further the Committee decided that the project can be taken over by the Authority subject to condition that till finalization of the new agency, MIDC will maintain the system. Authority will initiate the process of inviting tender within 2 months time and the AMC for the said CCTV cameras may be finalized.
5. Further though the Access system control software, boom barriers, flap barriers were functional, however, the Access Control System needed to be integrated with software and made functional. Handing over of the said project of Access Control System will be only after the same is functional. MIDC had then confirmed that they would finalize the system within one month time. However the date of completion was 31.12.2015. Thereafter the defect liability was for 2 years which was also over on 31.12.2017.
6. Subsequently, for Electronic Surveillance System (CCTV Camera) and Access Control System with integration of CCTV Cameras, the Committee had decided that MIDC may initiate the tender process for finalization of new agency for maintenance of the CCTV Cameras under AMC and MIDC may initiate the tender process for finalization of new agency for maintenance of the Access Control System and once the AMC is finalized and all cameras are put in working condition, the project will be taken by SEEPZ-SEZ Authority after system is put in working condition.
7. Accordingly MIDC vide letter dt. 19.09.2018 had submitted the comprehensive AMC estimate for Access Control System and CCTV cameras system for Rs. 133.13 lacs on 19.09.2018 for approval.
8. Also MOC&I in its letters dt. 15.03.2019 had asked to furnish the present status i.e. physical and financial progress of the project and completion certificate for which letters have been issued to MIDC and final reminder letter was sent on 29.08.2019. On inspection it was understood that only 12 cameras were functional.
9. Hence the estimate for Rs. 133.13 lacs furnished by MIDC needs to be made functional for the security of the Zone.

**E) Recommendation:**

The release of payment for the said project under ASIDE scheme will be made after Reconciliation. However, the CCTV cameras needs to be made functional for the security of the SEEPZ Zone and hence the proposal for Annual Maintenance Contract for Access Control System and CCTV cameras system for Rs. 133.13 lacs for a year is placed before Authority for consideration.

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**MAHARASHTRA INDUSTRIAL DEVELOPMENT CORPORATION**  
(A Government of Maharashtra Undertaking)

IFMS No. EE/MIDC/(IT  
Dn.)/2018/ D - 13<sup>25</sup>  
Office of the Executive Engineer,  
MIDC, (I T) Division, Mumbai-93.  
Date: 19/09/2018

To,  
The Estate Manager/  
Deputy Development Commissioner,  
SEEPZ-SEZ, Authority,  
Andheri (East), Mumbai-400 096.

**Sub:** Comprehensive AMC for maintenance of Access Control System  
and CCTV camera system in SEEPZ-SEZ.

Sir,

(1) Access Control System at Gate No. I, II and III have been provided in the year 2015. The total approved cost of the ACS work is Rs. 314.00 lakhs. The scope of work consists of

- (a) Providing Access Control System on Gate No. I, II and III with integration work with flap barriers and card readers.
- (b) To Provide CCTV cameras on Gate No. I, II and III (32 Numbers).
- (c) To provide proximity cards.

The total executed cost of the Access Control System is Rs.337.09 Lakhs against which Rs. 247.50 Lakhs are received and balance are yet to be received. The work has been completed on 31.12.2015 with all the changes/modifications suggested by the D.C. Seepz and the defect liability period with 24 months upto 31.12.2017 is also completed.

(2) Perimeter CCTV camera System;

Under this system 56 numbers of PTZ cameras for periphery of the SEEPZ premises and 65 numbers of fixed domes cameras for roads and buildings in SEEPZ zone along with mounting poles and fiber cabling have been completed on 30.03.2016. The total executed cost for this work is Rs.568.50 Lakhs against which Rs. 207.90 Lakhs are received and balance are yet to be received. The defect liability period of 24 months is also ended on 30.03.2018.

*Handwritten signature*

(11)

The Access Control System including Boom Barriers, Flap Barriers was inspected by the committee constituted by Seepz Authority and accordingly the Access Control System made functional. The CCTV camera system have been inspected by the SEEPZ committee during which same was functional and taken over by the SEEPZ as per Minutes of meeting Dt. 29.12.2017 with the condition that till finalization of the new agency MIDC will maintain the system however in the meanwhile the Authority will initiate the process of inviting tender and within two months period AMC will be finalized by the SEEPZ, however the AMC was not finalized by the within two months period Seepz authority

In order to maintain both the systems in operation at all the times, annual maintenance contract is required. The system was reviewed again on 08.08.2018 by the Jt. D C and now it is decided to finalize the agency by MIDC for AMC for the system accordingly the minutes of the meeting are issued to the MIDC.

(I) As per general practice, the cost of AMC is considered 15 to 20% of the actual cost of the work which is as under.

(i) Access Control System	Rs. 293.21 Lakhs	381.50
(ii) Flap Barrier/Boom Barrier	Rs. 88.50 Lakhs	
(iii) CCTV Camera 153	Rs. 494.35 Lakhs	494.35
	<b>Total Rs. 876.16 Lakhs</b>	
iv) Cost of AMC 15%	Rs. 131.42 Lakhs	

For comprehensive AMC considering 15%, the cost works out to be

**Rs. 131.42 Lakhs (I)**

The quotations for comprehensive annual maintenance of both the systems are received from the agencies who have carried out the work. The comparative rates received are as under.

(II) Quotation submitted by the M/s. Suyog Telematics Ltd.

(1) CCTV camera for 153 cameras	Rs. 44,24760.00	4
(2) Access Control System rates quoted	Rs. 30,00,000.00	
(3) Add 18% GST on 1 & 2 above	Rs. 1336456.80	
(4) Material required for maintenance	Rs. 2509200.00	

**Total Rs. 1,12,70,416.18 (II)**

iers  
and  
a

(III) As per M/s. Secutech Automation India Pvt Ltd. Rs. 98,50,000.00

ADD 18% GST Rs. 17,73,000.00

Total Rs. 1,16,23,000.00 (III)

However, the estimate is prepared based on the lowest of the above 3 which works out to be

Rs. 1,12,70,416.80

ADD 5% Contingencies Rs. 5,63,520.84

=====  
Total Rs. 1,18,33,937.64

ADD 12.50% ETP charges Rs. 14,79,242.21

=====  
Total Rs. 1,33,13,179.85

SAY Rs. 133.13 Lakhs

In view of the Minutes of meeting Dt. 30.08.2018 the estimate for comprehensive AMC is submitted for approval at the earliest so that the tender can be floated for fixing agency. In the mean time, process of inviting tender for fixing the agency for the AMC work is being initiated in anticipation of the approval.



Executive Engineer,  
MIDC, (I T) Division,  
Andheri (East), Mumbai-400 093.

- Copy submitted to the Superintending Engineer (M), MIDC, Andheri (E), Mumbai-93 for favour of information please.

**SEEPZ SEZ AUTHORITY**  
**SEEPZ-SPECIAL ECONOMIC ZONE, Govt. OF INDIA**  
**MINISTRY OF COMMERCE & INDUSTRY**  
**MUMBAI**  
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**AGENDA ITEM NO. 20**

**A) Proposal :-**

Proposal for implementation of energy efficient appliances at SEEPZ SEZ

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

Approval for replacement of existing energy appliances to LED

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

Section 34 of SEZ Act, 2005 and Rule 7 (2) (iii) of SEZ Authority Rules 2009

**D) Other Information :-**

The Govt. of India had decided to implement energy efficient measures like installation of LED based lightening and other energy efficient equipment in Govt. Bldg. for which Ministry of Power vide letter dt. 02.08.2017 directed MOF to issue suitable directions/guidelines to enable Central Govt. offices to procure services from Energy Efficiency Services Ltd. (EESL)[being the deemed Govt. Company] for implementation of the LED based lighting in all Govt. bldgs. Accordingly, Ministry of Finance vide letter dt. 04.08.2017 has circulated to all Govt. offices keeping in view the economy in expenditure and savings to convert existing lights/equipments into LED based lights by utilizing the services of CPWD/EESL. Ministry of Commerce vide letter dt. 12.01.2018 & 16.02.2018 and 08.03.2018 had requested to implement the energy efficient measures and furnish the information and ensure the completion of the installation/conversion work will within the prescribed time i.e. on or before 31.03.2018.

EESL submitted the total cost of the project amounting to Rs. 25.99 lacs and they will work as PMC for a period of 5 years. Project will be funded by EESL and the repayment will be made in 20 quarters with a payment of Rs. 1,74,826/- out of the total energy saving of Rs. 16,39,814/- per year by EESL. Installation of the project will be 4 months from the date of final agreement.

Proposal of Rs. 25.99 lacs for installation of LED lights was approved in the 34<sup>th</sup> Authority meeting held on 11.05.2018 as per the Govt. directives and repayment in 20 quarters with a payment of Rs. 1,74,826/- per quarter.

Letter was also written to MOC&I on 05.07.2018 & 09.10.2018 requesting them to give suitable guidelines for completion of the LED based lightings through EESL, beyond 31.03.2018 or any instructions issued by Govt. of India extending the date for completion of the project by EESL as MOC&I had directed to execute and complete the work latest by 31.03.2018.

A letter was also sent on 18.12.2018 requesting EESL to provide a copy of the valid mandate granted by MOC&I to them beyond 31.03.2018 for installation of LED lights. However, reply of the same is still awaited.

In the meanwhile, Electrical Engineer, was requested to examine the installation of LED lights project and in consultation with M/s. Energy Efficiency Services Ltd. they provided revised estimate of Rs. Rs. 29,41,610/-. The comparative statement are indicated below :-

Sr. No.	Particulars	Unit	Approved estimate by Authority in the 34 <sup>th</sup> meeting held on 11.05.2018	Proposed increased estimate to be approved
			Value	Value
1	Estimated Energy savings	KWH	1,72,612	2,46,301
2	Fixed Tariff rate	Rs. Per KWH	9.5	9.5
3	Estimate Annual Energy Cost Savings	Rs. Per Yr	16,39,814	23,39,860
4	Estimated Invst. Rs. in cap. Expen.	Rs.	23,21,265	24,11,155
(a)	EESLs PMC charges for 5 years	Rs.	2,78,552	5,30,454
5	Total estimated capital cost of the project	Rs.	25,99,817	29,41,610
6	Contract period	Years	5	5
7	Equity portion (20% of capital cost)	Rs.	5,19,963	6,36,545
(a)				
(b)	Return on equity 21.41% p.a.	Rs.	3,39,606	4,15,755



(c)	Debt portion (80% cost of capital)	Rs.	20,79,853	25,46,180
(d)	Debt interest (9.5% per annum)	Rs.	5,57,074	6,81,976
8	Total estimated repayment to be made [7 (a)+(b)+(c)+(d)]	Rs.	34,96,517	42,80,466
9	Pay-out to EESL annually (Sr. 8/Sr.6)	Rs.	6,99,303	8,56,093
10	EESL share(Sr. 9/Sr. 3)	%	43%	37%
11	EESL quarterly repayment (exclusive of tax)	Rs.	1,74,826	2,14,023
12	No. of repayments	Qrtly	20	20

It is seen from the above 2 estimates that in the Authority meeting the estimated cost of Rs. 25.99 lacs and repayment in 20 quarters with a payment of Rs. 1,74,826/- per quarter was approved. However, the vendor nor MOC&I had furnished the copy of the mandate granted beyond 31.03.2018. MOC&I has already requested to install the LED lights and, hence the same needs to be implemented at the earliest.

However, as per the revised cost there is an additional increase in the estimate of Rs. 3,41,793/- [ 29,41,610 (-) 25,99,817] and an increase in repayment of each quarter of Rs. 39,197/- [2,14,023 (-)1,74,826] for which the Authority needs to approve the same.

Letters dt. 05.07.2018 & 09.10.2018 have already been issued to MOC&I requesting them to provide suitable guidelines for completion of the LED based lightings through EESL beyond 31.03.2018 and a letter dt. 18.12.2018 have already asked to provide the valid mandate for execution of the said work.

#### **E) Recommendation:**

The revised proposal of implementation of LED project with an estimated cost of Rs. 29,41,610 and repayment in 20 quarters with a payment of Rs. 2,14,023/- per quarter through M/s. EESL is placed before the Authority for consideration. And accordingly inform the Ministry that SEEPZ Authority is in the implementation of the said project.

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This email has been blocked from loading remote images.

Subject: LED lights proposal for SEEPZ-SEZ

To: amseepz-mah@gov.in

Cc: Narinder Kumar Saini <nksaini@eesl.co.in>

Snehal Snehal <snehal@eesl.co.in>

Date: 03/23/18 04:15 PM

From: Ruchi Vansia <ru\_vansia@eesl.co.in>

Draft\_EPA\_SEEPZ\_ESCO.pdf (780kB)

MOP Letter.pdf (738kB)

EESL\_2017-18\_MH\_BEEP\_PMC\_007\_SEEPZ.pdf (247kB)

MOF Letter.pdf (662kB)

Dear Sir,

With ref to the meeting held at your good office, hereby submitting you Draft EPA for SEEPZ based on ESCO as well as PMC mode.

May please note the following:

1. Building wise quantity details
    - A. It is considered in the appended Draft proposal.
  2. Mandate given by Govt. to M/s EESL
    - A. Enclosed
  3. Proposal with Capex Model and Resco Model
    - A. Draft Proposal appended in both ESCO mode as well as PMC mode.
  4. Details about Bank Guarantee and Retention money to be provided by M/s EESL as an PMC.
    - A. Being a Government firm, we cannot provide Bank Guarantee.
  5. Details of replacement to be provided during the warranty period.
    - A. ESCO EPA Clause no. 7: Obligation of EESL
  6. Penalty clause regarding energy saving is not as per the projection.
    - A. ESCO EPA Clause no. 7: Obligation of EESL
  7. Technical analysis regarding present elimination and LED illumination.
    - A. Survey needs to be conducted for the same by EESL.
  8. Energy Saving details.
    - A. As mentioned in ESCO EPA appended
  9. Building wise cost implication to install smart meter.
    - A. Smart meter installation may be Rs. 60,000 Per building.
- (1 Smart meter for Lighting fixtures, 1 Smart meter for HVAC and 1 Smart meter for other loads)
10. Third Party Inspection clause
    - A. Third-party inspection can be done by SEEPZ SEZ
  11. Maintenance & manpower details
    - A. Manpower details may be provided after the signing of agreement. Ref ESCO EPA Clause no. 8: Obligation of SEEPZ SEZ for maintenance details.

In case of any queries may please revert back.

Thank You.

With Regards,

**Ruchi Vansia** | Engineer (Technical)

Energy Efficiency Services Limited | A JV of PSUs under the Ministry of Power

Regional Office:

6th floor, A-1, Chandramukhi Building, R.G.Marg, Nariman Point, Mumbai-400 021, Maharashtra.

4/6/2018

[https://mail.gov.in/fwc\\_static/layout/shell.html?lang=en-US&3.0.1.2.0\\_15121607](https://mail.gov.in/fwc_static/layout/shell.html?lang=en-US&3.0.1.2.0_15121607)

228  
347

O.: +91 (022) 40021193 | M.: +91 9819363266 | E: [u\\_rvansia@eesl.co.in](mailto:u_rvansia@eesl.co.in)

Corporate Office:

4th & 5th Floor, DWAI Building, A-13, Sector 1, Noida, Uttar Pradesh - 201301

O.: 0120-4908000 | W: [www.eeslindia.org](http://www.eeslindia.org)

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**Draft Energy Performance Agreement**

**Between**

**Santacruz Electronics Export Processing Zone,**

**Special Economic Zone, Mumbai**



**And**

**Energy Efficiency Services Ltd. (EESL)**



**(A JV Company of PSU's of Ministry of Power)**

**For**

**Implementation of Energy Efficiency Measures at**

**Santacruz Electronics Export Processing Zone,**

**Special Economic Zone, Mumbai**

**On deemed energy savings based ESCO model**

**With 100% financing by EESL\***

**AGREEMENT**

THIS AGREEMENT is made and executed on the ..... Day of ..... 2018.

**BETWEEN,**

**Santacruz Electronics Export Processing Zone, Special Economic Zone, Mumbai** (herein after referred as **SEEPZ**) with its office at **Krantiveer Lakhuj Salve Marg, Santacruz Electronic Export Processing Zone, Andheri East, Mumbai, Maharashtra 400093**, which expression shall, unless repugnant to the context or meaning thereof, include its successors, permitted assigns and substitutes.

**AND**

**Energy Efficiency Services Limited** (Hereafter referred to as **'EESL'**) a company under the administrative control of **Ministry of Power, Government of India** incorporated under the provisions of the **Companies Act, 1956** and having its registered office at **4<sup>th</sup> Floor, Sewa Bhawan, R.K. Puram, New Delhi** and corporate office at **4<sup>th</sup> Floor, IWAI Building A-13, Sector 1, Noida (UP) 201301** (hereinafter referred to as the **"EESL"**) represented by \_\_\_\_\_ EESL, which expression shall, unless repugnant to the context or meaning thereof, include its successors, permitted assigns and substitutes.:-

SEEPZ and EESL have agreed to enter into this Agreement for the execution of the **"Implementation of Energy Efficiency Measures at Santacruz Electronics Export Processing Zone, Special Economic Zone, Mumbai on 100% financing provision by EESL with deemed energy cost savings to be shared in the ratio as mentioned in attachment - 3 (Payment Schedule, column H) between EESL and SEEPZ respectively for respective buildings subject to and on the terms & conditions set forth hereinafter for a period of 05 years.**

**SECTION 1. Energy Management Plan**

The walk through energy audits of the said buildings have been completed and mutually vetted by SEEPZ and EESL, with EESL having accepted implementation of energy efficiency measures at the said buildings on deemed energy saving ESCO model. In this model, EESL will arrange the capital investment for project implementation upfront and get repaid over a period of 5 years through equal annuity repayments apportioned in quarterly instalments as

contained in this agreement for respective building project. SEEPZ shall pay to EESL the said annuity amounts and provide payment security mechanism by way of declaration regarding security of annuity repayment to EESL from the plan/non plan funds of SEEPZ. The summary of the measures mutually agreed upon for ESCO implementation by EESL is indicated at Attachment - 1A of this agreement. The Bill of Quantity (BOQ) as agreed for project is listed at Attachment 4.

**SECTION 2. Baseline Parameters**

SEEPZ and EESL have agreed to the following baseline parameters with regard to individual building under the project wherein the ESCO project is to be implemented based on the usage and capacity factors:

- (a) Wattages of the present electrical installations as indicated in Attachment - 1.
- (b) Usage of electrical installations indicated in Attachment - 1.
- (c) Energy Efficiency Measures to be implemented by EESL as indicated in Attachment 1A.

This baseline has been mutually agreed upon as the basis for the project savings that shall accrue in post project implementation scenario and shall form the basis of repayment by SEEPZ to EESL without dispute, subject to PMV as per section 10.

**SECTION 3. Project Implementation Schedule**

EESL, on signing of this agreement, will implement all the energy efficiency measures as per the schedule given as Attachment - 2. The commencement date of implementation will be deemed effective when 97% of all equipments in respective building have been installed by EESL. However, the process of confirmation of the completion stage shall not be delayed beyond reasonable considerations by SEEPZ.

**SECTION 4. Equipment Warranties**

EESL covenants and agrees that all equipments to be installed as part of this Agreement shall be new, in good and proper working condition and protected by appropriate written warranties covering all parts and equipment performance. EESL further agrees to deliver to SEEPZ for inspection and approval, all such written warranties of the equipment installed. The cost of any risk of damage or damage to the equipment and its performance, including damage to property and equipment of buildings under the project or their associated premises, due to

EESL's failure to exercise its warranty rights shall be borne solely by EESL. All warranties shall be transferable and extended to SEEPZ post expiry of the Agreement which shall however be at the cost of SEEPZ only. The warranties shall specify that only new, and not reconditioned parts, may be used and installed when repair is necessitated by malfunction.

**SECTION 5. Period of Agreement**

The term of this Agreement shall be Five (05) years beginning with the Commencement Date. The commencement date shall be deemed at the date when 97% of all types of inventory at each of the building have been successfully implemented.

**SECTION 6. Performance by EESL**

6.1 EESL shall perform all tasks under this Agreement, including construction and installation of the equipments as per BOQ (Attachment 4) in such a manner so as not to harm the structural integrity of the buildings premises and/or operating systems as per the construction schedule specified in Attachment - 2

6.2 EESL shall repair and restore to its original condition any area of damage caused by EESL's performance under this Agreement. SEEPZ reserves the right to review the work performed by EESL and to direct EESL to take certain corrective action if, in the opinion of SEEPZ, the structural integrity of the Premises or its operating system is or may be harmed. All costs associated with such corrective action to the damage caused by EESL's performance or non-performance of the work shall be borne by EESL.

6.3 EESL shall remain responsible for the professional and technical accuracy of all services performed, including ensuring no compromise in existing illumination levels, whether by EESL or its subcontractors or others on its behalf, such as an experienced Project Management Consultant (PMC), throughout the term of this Agreement

6.4 EESL shall share with SEEPZ copies of various letter of awards (LoAs) as proof of final procurement costs and bill of any extra material/items as maybe required. And firm up the final share of energy savings appropriately for respective building. However, it is pertinent to mention that some items in response to BOQ mentioned at ATTACHMENT 4 (BOQ) could possibly change due to reasons beyond control, in which case, project parameters related to savings, investment and repayment to EESL worked out suitably upon conclusion of tendering process and award of bids to parties.

6.5 The total project cost implication based on prevailing market rates and similar projects

done by EESL at other Ministry buildings are estimated to be Rs. 25,99,817/-, for SEEPZ, inclusive of EESL's PMC fees. EESL PMC fees shall be capped at a maximum of 12% of the equipment related costs under the project (supply/installation/AMC, etc.), which may vary a bit due to reasons such as change in final BOQ during implementation, change in rating/capacity of some equipments due to reasons beyond control or due to extra items not envisaged at this. EESL's PMC fees shall be utilized to meet the various obligations by EESL under this agreement for the contract period of 5 years. The details are contained at Attachment 1A of this agreement EESL shall arrange buyback of the old inventory through competitive bidding.

**SECTION 7. Obligation of EESL**

- 7.1 EESL shall follow the construction schedule agreed to and as referred to in Section 3 of this agreement.
- 7.2 EESL will provide equipment warranties as set forth in Section 4 of this agreement.
- 7.3 EESL will ensure performance of its obligations as per Section 6 of this agreement and as listed in this section

**7.4 MAJOR COMPLAINT RESOLUTION:**

All major complaints related to the project equipments installed by EESL under this project shall be resolved in the least possible time as specified below from the time of intimation of the same either in written letter or mail.

- Major Complaint pertaining to Light (i.e. replacement of fixtures, etc.) - upto 24 Hrs

**Note 1:**

- The above timeline shall apply after due intimation of any equipment failure to EESL in writing on working day.

**Note 2:**

- In case the problem is reported near the fag end of the day and on a day preceding public holiday / weekly-off day, SEEPZ shall coordinate for the rectification of faulty equipment in partnership with EESL as regards, issuance of gate pass, availability of room for undertaking repairs/replacements, etc. For matters related to delay in resolution due to inaccessibility of site or delay of gate/material pass, resolution period for complaints shall be extended after mutual discussions.



- **PENALTY CLAUSE:** In case of failure by EESL to resolve complaints intimated by SEEPZ in writing through mail/letter within the specified time limits as mentioned above as informed, the penalty shall be deducted from the payment due to EESL as mentioned below:

- **Penalty Amount - Rs 20 per hour per point**

*However, this is applicable for the complaints registered with EESL in writing on working day*

- SEEPZ shall incur no cost during the contract period for Equipment service and repairs except for reasons attributable to the negligence or willful misconduct of any staff/labor/agent of SEEPZ at the premises of buildings covered under this agreement and EESL can so demonstrate such causal connection. EESL may charge SEEPZ for the actual cost of the additional maintenance or repair insofar as such cost is not covered by any warranty or insurance proceeds. EESL will only be liable for the proper functioning and repair thereof as maybe required for only the items implemented by EESL for the contract period of 05 years and does not cover issues related to supply, wiring/cable faults, voltage surges/transients, etc. which shall be on account of SEEPZ only.

**7.5 MINOR COMPLAINT RESOLUTION**

- In order to handle the local minor complaints related to LED lights, the following is mutually agreed:
  - In order to curtail overhead costs related to handling of equipment complaints that are of minor nature, SEEPZ shall use existing manpower at respective site for attending to local minor complaints and resolution of same shall be done as per below time-lines: -
    - Minor Complaint pertaining to Lights - 2 Hrs
  - SEEPZ shall deploy at least 1 technician for attending to local LED light complaints for each building where the project is envisaged
  - The said technicians shall be maintain a daily register for noting date/time of complaints and nature of complaint - as in if minor or major and ensure speedy resolution in case of minor compliant and co-ordinate with EESL/equipment vendor for closure of major complaint.
  - EESL will provide all necessary technical and operational information with regard to the new equipments to officials of SEEPZ.
  - EESL shall train the notified technical staff of SEEPZ in respective building to

handle local minor complaints pertaining to LED and ensure same is done timely as also to handle new equipments.

- o In order to expedite minor LED complaints' resolution, EESL shall deploy 3% or 10 nos. whichever is lower of each type of LED light/luminaries at respective site as buffer stock which shall be used.
- o The buffer stock shall be replenished on monthly basis. In case of shortfall of buffer stock noticed at the end of the month, if the non-maintenance of the required minimum buffer stock carries on for beyond 15 days, a notional penalty at the rate of Rs. 100 per day shall be charged by SEEPZ from the payments due in each quarter to EESL from the date when replenishment was supposed to be done till the actual date of replenishment.

7.6 EESL shall be liable to deliver and meet its obligations as stated in this agreement on its own or by engaging appropriate technical consultant, if required. It is also mutually agreed that EESL may deploy additional staff at its own cost at any/all of the respective project sites at any time during the course of the project, in case there are any issues related to smooth running of the project and/or handling of complaints, etc. The below mentioned reasons shall not qualify as reasons for failure on behalf of EESL

- Any voltage transient, surges or short-circuits that may damage EESL equipment
- Any intentional misuse such as using equipment being used beyond reasonable and normal usage conditions not specified under usage manual
- Theft or breakage due to reasons attributable to SEEPZ.

**SECTION 8. Obligation of SEEPZ**

8.1 SEEPZ shall provide sufficient rent free space within the respective building premises for the storage, installation and operation of the new equipment and shall take reasonable steps to protect such Equipment from harm, theft and misuse. SEEPZ shall provide access to each of the building premises for EESL and/or vendors/equipment installers/PMC to perform any function related to this Agreement during regular business hours, or such other reasonable hours as may be requested by EESL and acceptable to SEEPZ/building administration. SEEPZ shall also provide as and when required one room with seating arrangement and table having electricity connection for purpose of seating of EESL team within each building premises free of rent/charge

through-out the contract period.

- 8.2 SEEPZ shall use its best efforts to deploy appropriate technical staff at respective building sites for purpose of attending to local minor complaints for LED lights as per section 7.5 of this agreement. For major faults, SEEPZ technical staff at respective site shall notify EESL in writing through mail or letter immediately upon coming across the knowledge and occurrence of: (i) any major complaint or malfunction in the operation of the Equipment or any pre-existing energy related equipment that might materially impact upon the energy savings, (ii) any interruption or alteration to the energy supply to the Premises, or (iii) any alteration or modification in any energy-related equipment or its operation.
- 8.3 SEEPZ shall provide payment security mechanism by way of declaration/undertaking from Ministry of Finance/Urban Development to the effect that in case SEEPZ makes a default in repayment of EESL's dues in time, then the repayment amount will be deducted from the planned fund of SEEPZ and diverted to EESL.
- 8.4 SEEPZ shall not move, remove, modify, alter, or change in any way the Equipments or any part thereof undertaken by EESL under this agreement without the prior written approval/intimation to EESL within project premises during the course of the contract. SEEPZ agrees to maintain the equipments installed and the concerned Premises in good condition and to protect and preserve all portions thereof which may in any way affect the operation or maintenance of the Equipment.
- 8.5 SEEPZ officials shall use their best efforts to assist EESL/vendors/PMC in obtaining all necessary permits and approvals for installation of the equipments if required. The equipment and the operation of the equipment by EESL shall at all times conform to all federal, state and local code requirements. EESL shall furnish copies of each permit or license which is required to perform the work before EESL commences the portion of the work requiring such permit or license.
- 8.6 SEEPZ and EESL shall coordinate the activities of EESL's equipment installers with those of the respective buildings' administration staff, its employees, and agents in a manner that will not affect the regular business of the buildings under the project. SEEPZ shall also provide ease of access to site for purpose of equipment installation and complaint handling thereof throughout the contract period by facilitating availability of premises for installation/resolution, entry to premises on authorized EESL vendor, gate/material pass, etc. during working hours and also during holidays, if required.
- 8.7 SEEPZ shall provide timely to EESL and its vendors/PMC, all records relating to energy

usage and energy-related maintenance as requested by EESL along-with other information that may be necessary for project implementation and maintenance.

8.8 For LED lights that fail and are repaired by EESL/vendors, the failed equipment inventory shall be handed over by SEEPZ to EESL/vendor.

**Section 9: Determination of Energy Savings**

9.1 The energy savings will be done using deemed savings approach based on the details as per Attachment 1 and Attachment 1A referred to in section 2. The energy savings will be determined based on the following:

Wattage of existing items (W1)	Wattage of new items (W2)^	Annual usage (hrs) (H)	Annual Energy savings in kWh ((W1)-(W2))*H/1000	Tariff (Rs/kWh) (T)	Total Annual cost savings ES*T = CS	Ratio as mentioned in attachment 3 of CS to be paid as EESL share quarterly (3 x CS/12)#
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^ The existing equipment wattage W1 has been measured and indicated in attachment 3. The new equipment wattage W2 as indicated at attachment 3 shall be assessed as per random spot measurements using the Option A of the International Project Measurement and Verification Protocol (IPMVP) as specified in Section 10.

# - The final payment shall be adjusted for penalties, if any, due to delay by EESL to resolve major complaints as specified in section 7.4

9.2 The EESL share payable every calendar quarter as indicated in Attachment 3.

9.3 During the period of Agreement, any increase in the total cost savings due to either increased energy savings and/or tariff increase will be entirely credited to SEEPZ's share of energy cost savings. EESL will not have any right on the same except the quantum stated in the agreement. For the purpose of this agreement, the tariff rate considered per kWh of energy savings for different buildings is as per Attachment 1A.

**Section 10: Project Measurement and Verification (PMV)**

10.1 EESL and SEEPZ agree to carry out joint project measurement and verification annually at the respective building under the over-sight of Bureau of Energy Efficiency as per the set standards of Type A method of International Project measurement and verification protocol (IPMVP Option A: retrofit isolation) which specifies annual operating usage for each type of equipment. The designated annual operating usage has already been agreed.

upon by EESL and SEEPZ.

10.2 In the said PMV Option, EESL and SEEPZ agree to do sample power consumption testing of up to 5% or 10 numbers, whichever is less, of different capacity of each type of equipment inventory using a power analyzer wherein power consumption of each of different type of lights, etc. shall be measured upon completion of the project and the resultant energy savings identified shall be assumed as firm and final for the entire project period based on which EESL repayment done by SEEPZ. The first PMV shall be done within the first 3 months of the implementation of various equipments at each of the buildings and subsequent PMV shall be done after 12 months from the first PMV.

10.3 The sample power consumption readings of each type/rating of the respective equipment tested shall be averaged out to arrive at new equipment wattage (W2 as specified in the table at section 9.1 and detailed at ATTACHMENT 3). In case the measured power consumption for each equipment type as measured (W2) is less than the respective values specified by EESL in the table at ATTACHMENT 3, EESL shall be paid as per ATTACHMENT 3. However, in case the measured W2 is more than the respective wattages of the new equipments as specified by EESL in the table at ATTACHMENT 3 by more than 5%, the actual wattages shall be used to make the repayments to EESL. The 5% band is considered to account for system related dynamics such as voltage or frequency fluctuations, possible effect of harmonics, temperature/occupancy/usage variation.

10.4 In the event of substantive changes in Baseline Parameters as defined in Section 2, a Committee chaired by authorized representative on behalf of Zonal Chief Engineer SEEPZ, MD EESL and authorized person on behalf of Director General/Secretary - Bureau of Energy Efficiency (BEE) will decide on the M&V plan and manner of resetting the baseline.

10.5 In order to account for natural aging process of equipments, yearly tolerance of upto 1.5% per year is allowed in the wattage consumption for the various project items during the subsequent project years. For LED lights, annual lumen depreciation shall be in accordance and allowed as per applicable LM80 standards for the lights installed.

**Section 11: Payment Schedule**

- 11.1 Upon successful completion of the project as per the construction schedule indicated in section 3, SEEPZ will commence payment of EESL share of savings as determined in section 9 and indicated in Attachment 3 after adjusting penalty amounts if any.
- 11.2 EESL will raise the quarterly invoice within 15 days of beginning of the 1<sup>st</sup> month of every project quarter for the contract period of 5 years (total 20 invoices)
- 11.3 SEEPZ shall make payments within 30 days of the receipt of the invoice.

**SECTION 12: Ownership**

- 12.1. Ownership of Existing Equipment. Ownership of equipments presently existing at the Premises at the time of execution of this Agreement shall remain the property of SEEPZ. SEEPZ's administration department shall be responsible for custody of same and designate the location and storage for any equipment and materials that are replaced.
- 12.2. Ownership of New Equipment. The new equipments under this project shall be property of EESL till the end of the Agreement period. On the conclusion of the Agreement, EESL shall transfer ownership rights to the SEEPZ without any cost to SEEPZ, along-with warranties as maybe available, if any. Additional warranties will be an account of SEEPZ.

**SECTION 13: Insurance and Indemnification**

- 13.1. At all times during the term of this Agreement, EESL shall maintain in full force and effect, at its expense: (1) Workmen's Compensation Insurance sufficient to cover all of the employees of (EESL) working to fulfill this Agreement, and (2) Casualty and Liability Insurance on the Equipment and Liability Insurance for its employees and the possession, operation, and service of the Equipment.
- 13.2. EESL shall be responsible for (i) any damage to the Equipment or other property on the Premises and (ii) any personal injury where such damage or injury occurs as a result of EESL's performance under this Agreement but not liable for any consequential damages.

**SECTION 14: Events of Default**

14.1. Default by SEEPZ Each of the following events or conditions shall constitute an "Event of Default" by SEEPZ:

- (i) any failure by SEEPZ to pay EESL any sum due for a service and maintenance period of more than 60 days after written notification by EESL
- (ii) any other material failure by SEEPZ to perform or comply with the terms and conditions of this Agreement, including breach of any covenant contained herein, provided that such failure continues for 30 days after notice to SEEPZ demanding that such failures to perform be cured.

14.2. Events of Default by EESL Each of the following events or conditions shall constitute an "Event of Default" by EESL:

- (i) Failure of EESL to properly design, install, maintain, repair or adjust the Equipment except that such failure, if corrected or cured within 30 days after written notice by SEEPZ to EESL.
- (ii) Any representation or warranty furnished by EESL in this Agreement is false or misleading in any material respect when made;
- (iii) Failure to furnish and install the Equipment and make it ready for use within the time specified by this Agreement, including reasonable delays thereof as per consensual agreements.
- (iv) Any failure by EESL to perform or comply with the terms and conditions of this Agreement, including breach of any covenant contained herein except that such failure, if corrected or cured within 15 days after written notice by the SEEPZ to EESL.

**SECTION 15: Arbitration**

15.1 In the event of default by SEEPZ and/or EESL, or for resolution of any related dispute, an arbitration panel shall be set-up. This panel shall consist of authorized representative from DG SEEPZ, MD EESL and DG/Secretary - BEE as 3<sup>rd</sup> member of the arbitration panel. The decision taken by the majority of the arbitration panel shall be firm and binding on both the parties.

**SECTION 16: Assignment**

- 16.1 EESL acknowledges that SEEPZ is induced to enter into this Agreement by, among other things, the professional qualifications of EESL. EESL agrees that neither this Agreement nor any right or obligations hereunder may be assigned in whole or in part to another firm, without the prior written approval of the SEEPZ.
- 16.2 EESL may, with prior written approval of SEEPZ, for which consent shall not be unreasonably withheld, delegate its duties and performance under this Agreement, and/or utilize contractors, provided that any assignee(s), delegate(s), or contractor(s) shall fully comply with the terms of this Agreement. Notwithstanding the provisions of this paragraph, EESL shall remain jointly and severally liable with its assignees(s) to the SEEPZ for all of its obligations under this Agreement to be performed at SEEPZ.

**SECTION 17: Representation and Warranties**

Each party warrants and represents to the other that

- (i) it has all requisite power, authority, licenses, permits, and franchises, corporate or otherwise, to execute and deliver this Agreement and perform its obligations hereunder;
- (ii) its execution, delivery, and performance of this Agreement have been duly authorized by, or are in accordance with, its organic instruments, and this Agreement has been duly executed and delivered for it by the signatories so authorized, and it constitutes its legal, valid, and binding obligation;
- (iii) its execution, delivery, and performance of this Agreement will not breach or violate, or constitute a default under any Agreement, lease or instrument to which it is a party or by which it or its properties may be bound or affected; or
- (iv) it has not received any notice, nor to the best of its knowledge is there pending or threatened any notice, of any violation of any applicable laws, ordinances, regulations, rules, decrees, awards, permits or orders which would materially and adversely affect its ability to perform hereunder.
- (v) EESL hereby warrants, represents and promises that before commencing performance of this Agreement it is permitted to do business in the State of Maharashtra and has secured the requisite finances either through its own equity or debt required for the said project.



**SECTION 18: Compliance with Law and Standard Practices**

EESL shall perform its obligations hereunder in compliance with any and all applicable federal, state, and local laws, rules, and regulations, in accordance with sound engineering and safety practices, and in compliance with any and all reasonable rules of statutory local rules relative to the Premises.

**SECTION 19: Independent capacity of the contractor**

The parties hereto agree that EESL, and any agents and employees of EESL, in the performance of this agreement, shall act in an independent capacity and not as officers, employees, or agents of SEEPZ.

**SECTION 20: Severability**

In the event that any clause or provision of this Agreement or any part thereof shall be declared invalid, void, or unenforceable by any court having jurisdiction, such invalidity shall not affect the validity or enforceability of the remaining portions of this Agreement unless the result would be manifestly inequitable or unconscionable.

**SECTION 21: Complete Agreement**

This Agreement, when executed, together with all Attachments attached hereto or to be attached hereto, as provided for by this Agreement shall constitute the entire Agreement between both parties and this Agreement may not be amended, modified or shared with 3rd party except by a written Agreement signed by the parties hereto.

**SECTION 22: Applicable law**

This Agreement and the construction and enforceability thereof shall be interpreted under the laws applicable in the Mumbai, Maharashtra IN WITNESS WHEREOF, and intending to be legally bound, the parties hereto subscribe their names to this Agreement by their duly authorized officers on the date first above written.

**Executed for SEEPZ.**

**For & On behalf of President of India**

**1.**

**Name:**

**Designation:**

**Witness**

**Executed for EESL**

**For & On behalf of EESL**

**2.**

**Name:**

**Designation:**

**Executed for SEEPZ.**

**By Authorized Representative**

**Executed for EESL**

**By Authorized Representative**

**Attachment - 1**

For the purpose of ESCO project at various SEEPZ owned buildings, the annual energy usage baselines of SEEPZ building as determined mutually during the walk through audits and sample measurements thereof are listed here-under: -

Sl	Item Name	Watt W	Quantity	Annual Use Days	Daily Use in hr	Annual Baseline kWh
<b>Existing Scenario</b>						
1	T8(single)	40	113	275	10	12430
2	T8(Twin)	80	21	275	10	4620
3	T5(single)	40	6	275	10	660
4	Panel light	72	12	275	10	2376
5	CFL	18	20	275	10	990
6	Fan	63	21	275	10	3638
1	T8(single)	40	113	275	10	12430
2	T8(Twin)	80	21	275	10	4620
3	T5(single)	40	6	275	10	660
4	Panel light	72	12	275	10	2376
5	CFL	18	20	275	10	990
6	Fan	63	21	275	10	3638
1	T8(single)	40	21	275	10	2310
2	T8(Twin)	80	1	275	10	220
3	CFL	18	6	275	10	297
1	T8(single)	40	125	275	10	13750
2	Panel Light	72	24	275	10	4752
1	T8(single)	40	125	275	10	13750
2	Panel Light	72	24	275	10	4752
1	T8(single)	40	106	275	10	11660
2	T8(Twin)	80	219	275	10	48180
3	Panel Light	72	28	275	10	5544
4	CFL	18	2	275	10	99
1	Wall Light	40	16	275	10	1760
2	Wall Lamp	40	1	275	10	110
3	T8(single)	40	80	275	10	8800
4	T5(single)	40	2	275	10	220
1	T8(single)	40	79	275	10	8690
2	T8(Twin)	80	8	275	10	1760
3	Panel Light	72	2	275	10	396
1	T8(single)	40	111	275	10	12210

2	Panel (4*18W)	72	4	275	10	792
1	T8( single fitting)	40	24	275	10	2640
1	High Mast(9 fitting type)	400	4	275	10	4400
2	High Mast(6 fitting type)	400	7	275	10	7700
3	Focus Lamp	250	188	275	10	129250
Annual energy consumption (kWh)						133471
Tariff (Rs /kWh)						9.5
Annual energy cost (Rs.)						1267970

Additionally the following aspects are also mentioned here under as part of the baseline for the purpose of this agreement:-

- Equipment inventories have been mutually agreed upon as per inventory details submitted by EESL and shall be suitably corrected at the time of final implementation in case of any change.
- Running hours per day and usage days per year for each category of light has been frozen based on detailed discussions with the respective building users.

**Attachment - 1A**

**Summary of Energy savings for SEEPZ buildings considered for implementation of Energy conservation measures as part of this agreement are listed here-under**

Energy Conservation Measure for SEEPZ					
Sl	Major Energy Conservation Proposal	Energy Savings KWh/yr	Monetary Benefit, Rs.	Investment needed in Rs.	Payback period in Months
1	Replacement of T8(single) with 20W LED Tube Light	6215	59,043	29,160	6
2	Replacement of T8(Twin) with 2x20 W LED Tube light	2310	21,945	5,419	3
3	Replacement of T5(single) with 20W LED Tube Light	330	3,135	1,548	6
4	Replacement of Panel light with 36 W LED Panel Lights	1188	11,286	23,934	25
5	Replacement of CFL with 9W LED Bulb	495	4,703	1,559	4
6	Replacement of Fan with BEE 5 Star rated ceiling FAN	751	7,132	29,635	50
1	Replacement of T8(single) with 20W LED Tube Light	6215	59,043	29,160	6
2	Replacement of T8(Twin) with 2x20 W LED Tube light	2310	21,945	5,419	3
3	Replacement of T5(single) with 20W LED Tube Light	330	3,135	1,548	6
4	Replacement of Panel light with 36 W LED Panel Lights	1188	11,286	23,934	25
5	Replacement of CFL with 9W LED Bulb	495	4,703	1,559	4
6	Replacement of Fan with BEE 5 Star rated ceiling FAN	751	7,132	29,635	50
1	Replacement of T8(single) with 20W LED Tube Light	1155	10,973	5,419	6
2	Replacement of T8(Twin) with 2x20 W LED Tube light	110	1,045	258	3
3	Replacement of CFL with 9W LED Bulb	149	1,411	468	4
1	Replacement of T8(single) with 20W LED Tube Light	6875	65,313	32,256	6
2	Replacement of Panel Light with 36 W LED Panel Lights	2376	22,572	47,868	25
1	Replacement of T8(single) with 20W LED Tube Light	6875	65,313	32,256	6
2	Replacement of Panel Light with 36 W LED Panel Lights	2376	22,572	47,868	25
1	Replacement of T8(single) with 20W LED Tube Light	5830	55,385	27,353	6
2	Replacement of T8(Twin) with 2x20 W LED Tube light	24090	2,28,855	56,513	3
3	Replacement of Panel Light with 36 W LED Panel Lights	2772	26,334	55,846	25

4	Replacement of CFL with 9W LED Bulb	50	470	156	4
1	Replacement of Wall Light with 20W LED Tube Light	880	8,360	4,129	6
2	Replacement of Wall Lamp with 20W LED Tube Light	55	523	258	6
3	Replacement of T8(single) with 20W LED Tube Light	4400	41,800	20,644	6
4	Replacement of T5(single) with 20W LED Tube Light	110	1,045	516	6
1	Replacement of T8(single) with 20W LED Tube Light	4345	41,278	20,386	6
2	Replacement of T8(Twin) with 2x20 W LED Tube Light	880	8,360	2,064	3
3	Replacement of Panel Light with 36 W LED Panel Lights	198	1,881	3,989	25
1	Replacement of T8(single) with 20W LED Tube Light	6105	57,998	28,644	6
2	Replacement of Panel (4*18W) with 4x10W LED Half Tube Light	352	3,344	4,561	16
1	Replacement of T8( single fitting) with 20W LED Tube Light	1320	12,540	6,193	6
1	Replacement of High Mast(9 fitting type) with 190W LED High Mast	2310	21,945	96,000	52
2	Replacement of High Mast(6 fitting type) with 190W LED High Mast	4043	38,404	1,68,000	52
3	Replacement of Focus Lamp with 110W LED Flood Light	72380	6,87,610	14,77,108	26
	EESL's PMC charges for 5 years (INR)			2,78,552	
	<b>Total</b>	<b>92560</b>	<b>16,39,814</b>	<b>25,99,817</b>	<b>19</b>

**NOTE:** In case there is variation in prices after finalization of bids and/or change in final BOQ after project completion - either due to change in quantity or due to reasons beyond control at tendering stage, the estimated investment shall be reworked and accordingly the total repayment to EESL will be adjusted appropriately by changing the annuity amount payable to EESL after mutual consent between parties.

The Per Unit Tariff considered for the various buildings ( as mentioned in the Column D of the above table) have been calculated on following basis:-

- The tariff is arrived at factoring in the energy charges, taxes and surcharges applicable, capitalized annual equipment failure cost savings & AMC cost savings and excludes demand charges, PPAC charges and any other variable charges.
- The investment estimated in the agreement, that shall be firmed up after bidding process and project completion, has been estimated afresh without factoring in cost for O&M team as SEEPZ shall undertake the O&M of the project through buffer stock to be provisioned by EESL as detailed at section 7 of the agreement.
- Accordingly the Tariff is fixed (including utility tariff cost per kWh and capitalized O&M cost at notional tariff of Rs. 0.3 as EESL shall be liable for 3 year O&M support), and it is reflected in the attachment 1A.

**Attachment - 2**

### Construction Schedule

It is estimated that the project installation shall be commissioned in a period of 04 months from the date of final agreement between SEEPZ and EESL.

- Within 1 month from the date of agreement, EESL shall solicit relevant bids with appropriate technical specifications as per the bill of quantity to be implemented and tentative work plan (as per attachment 1 above)
- All the new energy efficient equipments/items to be installed by EESL will be of minimum 5 Star labels, whenever such labeled equipments/items are available. In case where BEE star rating is not applicable for the new equipments/items to be installed, other national (BIS) or international standards applicable for such equipments/items will be considered considering their life cycle costs basis and procurements done.
- For the purpose of successful installation and commissioning to be deemed effective, the date when 97% of all equipment types are installed shall be deemed as effective date of successful installation and commissioning post which project will enter the first contract period (or PMV phase). EESL will ensure availability of at-least 98% of each inventory in workable condition at any given point in time through-out the contact period.

**However, the following will be the basis of effective project completion: -**

- Timely issuance of gate passes for material and manpower of 3<sup>rd</sup> party to be hired by EESL for project implementation.
- Availability of nodal officer from SEEPZ.
- Site level co-ordination between building maintenance team and implementing agencies for installation and commissioning of various items.
- EESL will not be obligated to rectify/change equipments that may fail due to poor wiring/supply issued but the same shall be done on additional cost to SEEPZ and neither for custody of old items to be displaced from end usage points.
- SEEPZ to ensure that no old equipments are re-used in the building throughout the contract period and further that any new addition to the building that impacts energy consumption shall be brought to the notice of EESL.
- For all equipment related complaints raised at fag end of the day or on a day preceding public holiday/weekly off, SEEPZ to ensure co-ordination with regard to site availability, gate/material pass for entry, etc.

ESTIMATED PROJECT SCHEDULE	Month 1				Month 2				Month 3			
	1	2	3	4	1	2	3	4	1	2	3	4
Project Milestone Envisaged												
Signing off MoU between SEEPZ and EESL (ZERO DATE)*												
Material delivery												
Installation of LED lights & Fans												
Installation completion & EESL repayment												

**Attachment - 3**  
**Payment Schedule**

Payment Summary of SBEPZ			
Sl.	Particulars	UNIT	Values
1	Estimated Energy Savings	kWh	1,72,612
2	Fixed Tariff Rate	Rs. Per kWh	9.5
3	Estimated Annual Energy Cost Savings	Rs. Per year	16,39,814
4	4(a) Estimated Investment, Rs. in Capital Expenditure	Rs.	23,21,265
	4(b) BESL's PMQ charges for 5 years (INR)	Rs.	2,78,552
5	Total Estimated Capital Cost of the project (4(a)+4(b))	Rs.	25,99,817
6	Contract Period	Years	5
7	7(a) Equity Portion (20% of capital cost)	Rs.	5,19,963
	7(b) Return on Equity 21.41% per annum	Rs.	3,39,606
	7(c) Debt portion (80% cost of capital)	Rs.	20,79,853
	7(d) Debentures (9.5% per annum)	Rs.	5,57,074
8	Total Estimated Repayment to be made (7(a)+7(b)+7(c)+7(d))	Rs.	34,96,517
9	Pay-out to BESL annually (Sl. 8 divided by Sl. 6)	Rs.	6,99,303
10	BESL Share (Sl. 9 divided by Sl. 3)	%	43%
11	BESL Quarterly repayment (Exclusive of Taxes)	Rs.	1,74,826
12	No. of repayments	Quarterly	20

**TOTAL ESTIMATED QUARTERLY REPAYMENT TO BESL = Rs 1,74,826\*/-**  
**PER QUARTER FOR 20 QUARTERS**



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**ATTACHMENT - 3**

**Tentative Payment Schedule**

**Payment Summary of SEEPZ**

Sl.	Particulars	UNIT	Values
1	Estimated Energy Savings	kWh	2,46,301
2	Fixed Tariff Rate	Rs. Per kWh	9.5
3	Estimated Annual Energy Cost Savings	Rs. Per year	23,39,860
4	4(a) Estimated Investment, Rs. in Capital Expenditure	Rs.	24,11,155
	4(b) EESL's PMC charges for 5 years (INR)	Rs.	5,30,454
5	Total Estimated Capital Cost of the project (4(a)+4(b))	Rs.	29,41,610
6	Contract Period	Years	5
7	7(a) Equity Portion (20% of capital cost)	Rs.	6,36,545
	7(b) Return on Equity 21.41% per annum	Rs.	4,15,755
	7(c) Debt portion (80% Cost of capital)	Rs.	25,46,180
	7(d) Debt Interest (9.5% per annum)	Rs.	6,81,978
8	Total Estimated Repayment to be made (7(a)+7(b)+7(c)+7(d))	Rs.	42,80,466
9	Pay-out to EESL annually (Sl. 8 divided by Sl. 6)	Rs.	8,56,093
10	EESL Share (Sl. 9 divided by Sl. 3)	%	37%
11	EESL Quarterly repayment (Exclusive of Taxes)	Rs.	2,14,023
12	No. of repayments	Quarterly	20

- GST as applicable to be paid to EESL by SEEPZ on actual basis

**TOTAL ESTIMATED QUARTERLY REPAYMENT TO EESL = INR 2,14,023/- PER QUARTER FOR 20 QUARTERS**

MINUTES OF THE 34<sup>TH</sup> AUTHORITY MEETING HELD ON 11.05.2018  
UNDER THE CHAIRMANSHIP OF DEVELOPMENT COMMISSIONER &  
CHAIRPERSON, SEEPZ-SEZ AUTHORITY.

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The following were present:

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

The Chairperson welcomed the new appointed Members of the SEEPZ-SEZ Authority and requested Secretary to proceed the agenda of the Meeting.

**Agenda Item No. 1: Proposal for Revision of Lease Rent**

After deliberation, the Committee approved revision of lease rent with Change of rent slab of Rs.1350/- per sq. mtrs. p.a. to Rs.1600/- per sq. mtrs. p.a. with an increase of 18.51% which will reduced one slab of lease rent.

The Committee further held the view that :-

- (i) levy of rent charges for earthing pit is exempted.
- (ii) Levy Rs.1120/- per sq. mtrs. P.a. (for use of ground surface of land - land cost with simple interest to be recovered in years)- for the purpose of installation of Gen set, Chillar plant, Air Conditioner and
- (iii) Levy Rs.2350/- per. Sq. mtrs. p.a. (for use of terrace- Rental charges ) for the purpose of installation of Air Conditioner Unit, Blower, etc.
- (iv) Specific area may be earmarked for installation of such equipment consider the area required for solar panel.

**Agenda Item No.2: Proposal for levy of fire cess/levy of service charges**

After deliberation, the Committee approved the proposal for levy of Service Charges w.e.f 01.04.2017. to the unit holders in respect of Fire Station services being provided by the SEEPZ Authority.

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**Agenda Item No.3:** Proposal for approval for change of design of Conference Room at SEEPZ Service Centre Building as per drawing submitted by NFCD.

After deliberation, the Committee held the view that the appointment of M/s NFCD in 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. 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 EESL for installation of LED with an estimated cost of Rs.25.99 Lakhs as per the Govt. directives and repayment to be made in 20 quarters with a payment of 1,74,826/- per quarter.

**Agenda Item No.7:** Proposal for implementation of Solar Power Project

After deliberation the Committee approved the proposal for appointment of M/s MBDA 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.

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

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**AGENDA ITEM NO. — .**

**a) Proposal:-**

Proposal for implementation of energy efficient appliances at SEEPZ-SEZ

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

Approval of replacement of existing energy appliances to LED.

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

Section 34 of SEZ Act, 2005 and Rule 7 (2)(iii) of SEZ Authority Rules, 2009

**d) Other Information:-**

The Govt. of India has decided to implement energy efficient measures like installation of LED based lightning and other energy efficient equipment in Govt. building. Ministry of Commerce & Industry has given mandate to M/s Energy Efficiency Services Ltd. (EESL) as an implementing agency for this programme. It has also been stated that EESL works on a model which does not require any upfront investment instead the cost is recovered through energy savings over a period of 5 years. Ministry wide letter dated 5.9.2017, 3.11.2017, 3.1.2018 & 12.01.2018 directed that necessary steps may be taken to ensure the completion of the installation/conversion work will within the prescribed time i.e. on or before 31.03.2018.

In view of the above, M/s EESL was approached to implement the installation of LED as per Govt. directives. The agency visited this office and surveyed the buildings and has submitted the proposal and report along with financial details and also agreement to be executed with them. The details of estimated cost along with payment model is enclosed herewith.

The total cost for implementation of LED lights is Rs.25.99 Lakhs. M/s EESL will work as PMC for a period of 5 years. The project will be funded by M/s EESL and repayment will be made in 20 quarters with a payment of Rs.1,74,826/- out of total energy saving of Rs.16,39,814/- per year as calculated by M/s EESL. The project installation period is 4 months from the date of final agreement with SEEPZ Authority.

**e) Recommendation:-**

The proposal of implementation of LED project with an estimated cost of Rs.25.99 Lakhs through M/s EESL is placed before Authority for consideration.

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File No.A-42011/42/2017-E-3-DoC

A-42011/42/2017-E-3-DoC  
Government of India  
Ministry of Commerce & Industry  
Department of Commerce

Udyog Bhawan, New Delhi  
Dated 12 January, 2018

To

- i) DG, DGCI&S.
- ii) DCs/ JDCs of Cochin SEZ, Madras SEZ, PALTA SEZ, SEEPZ SEZ.
- iii) Chairpersons/ Directors of Coffee Board, Tea Board, Spices Board, Rubber Board, Tobacco Board, IIP, MPEDA, APEDA, NIFT (New Delhi), EIC of India.
- iv) CMDs of STC Ltd., MMTC Ltd., ITPO, ECGC Ltd.

Subject: Installation of LED based lighting in Government Buildings.

Sir/Madam,

Building sector in India forms a large chunk of total electricity consumed in the country out of which Government buildings are a major source of electricity consumption. With an aim to minimize electricity consumption, Government has decided to implement energy efficient measures like installation of LED based lighting and other energy efficient equipment in Government buildings:

2. Vide letter dated 05.09.2017, 09.11.2017 and 03.01.2018 this Department has requested the concerned organisations to implement the energy efficient measures thereby installing the LED based and other energy efficient equipment in respective buildings. It was also requested to provide the status as per the pro-forma received from Department of Expenditure. Vide D.O letter dated 29.12.2017 (copy enclosed) received from Ministry of Power it has been reiterated that the conversion to LED based lighting is a time-bound process which is to be completed by 31.03.2018. To implement the same services of Energy Efficiency Services Limited. (EESL) - The implementing agency for this programme may be utilized. EESL works on a model which doesn't require any upfront investment instead the cost is recovered through energy savings over a period of 5 years.

3. In view of the above it is requested that necessary steps may be taken to ensure the completion of the installation/conversion work well within the prescribed time. Also, enclosed herewith is a pro-forma which may be filled and send at the earliest so that the status report in respect of this Department may be forwarded to Department of Expenditure.

End: as above

Yours faithfully,

(R.K.Ojha)

Under Secretary to the Government of India

Ph: 23061508

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अजय भल्ला  
सचिव  
भारत सरकार  
AJAY BHALLA  
Secretary  
Government of India



विद्यया ऽ मृतमश्नुते  
Ministry of Power  
Shram Shakti Bhawan  
New Delhi - 110001

विद्युत मंत्रालय  
अणु सचिव भवन  
-110001 दिल्ली-  
Tels : 23710271/23711315  
Fax : 23721487  
E-mail : secy-power@nic.in

D.O.No: 9/6/2017-EC

Dated the 2<sup>nd</sup> August, 2017

Dear Sir,

As you may be aware, lighting accounts for about 20% of total electricity consumption in India. Use of LEDs in domestic and public lighting could result in 50-90% reduction in energy consumed by lighting. The National LED Programme was launched on 5<sup>th</sup> January, 2017 by the Hon'ble Prime Minister of India, to facilitate rapid adoption of LED based home and street lighting across the country. This programme along with Building Energy Efficiency Programme (BEEP) is being implemented by Energy Efficiency Services Limited (EESL), a joint venture company of four power sector Central PSUs.

2. EESL qualifies as a "deemed Government Company" within the meaning of section 619B of the Companies Act, 1956 [equivalent sections 139(5) and 139(7) of the new Companies Act, 2013 as per clarification dated 31 July 2014 of the Ministry of Corporate Affairs, Govt (extracts at Annexure-3)]. Further, EESL is subject to oversight of the Central Vigilance Commission, Government of India under CVC mechanism. The MD of EESL is appointed by a committee chaired by Secretary, Ministry of Power, Government of India and Ministry of Power and Bureau of Energy Efficiency (BEE) are represented in EESL's Board of Directors.

3. EESL follows a business model of demand aggregation for price optimization and passes the price benefit to end consumers. EESL works on ESCO model where upfront investment is done by EESL and which is recouped on annuity basis with performance based guaranteed energy saving during a project period.

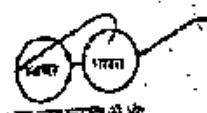
4. I would like to mention here that way back in August, 2014, the then Secretary (Power) had written to the then Secretary, Department of Expenditure, Govt, requesting to issue necessary directive to all Ministries/ Departments of the Government of India to procure only LED bulbs in place of CFL and ICL for future lighting (Annexure-II). In view of the emphasis of the Government of India for early conversion of all Buildings to Energy Efficient ones and the above credentials of EESL, I request you to kindly consider issuing

...contd...



RIGHT TO

Handwritten signature and initials: *5/27 PM OLC*



5. The model Agreement/Contract to be entered into between the Client Ministry/Department and EESI is enclosed for reference. The Client Ministry/Department and EESI on mutual agreement can modify/amend the provisions of the model Agreement/Contract to suit their specific requirements.

6. In respect of those Government buildings maintained by CPWD but where the electricity bill is borne/paid by the respective Ministries/Departments, CPWD (as third party) will countersign the agreement to provide comfort to the Ministry/Department as well as extending help for implementing the contract.

7. Action taken in this regard be reported to Ministry of Power and Department of Expenditure by 15.08.2017 for monitoring purposes.

  
(H. Atheli)  
Director

To  
All Secretaries of Ministries/Departments

Copy to

- 1. Cabinet Secretary, Government of India  
Prime Ministers' Office, South Block
- 3. Managing Director, EESI, IWAI, A-13, Sector-1, Noida.



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F.No. 25(24)/E.Coord/2017  
Ministry of Finance  
Department of Expenditure  
(E.Coord)

North Block, New Delhi  
Dated: 4th August, 2017

OFFICE MEMORANDUM

**Subject: Economy Measures - Mandatory installation of LED based lighting in all Government buildings - regarding**

The Hon'ble Prime Minister on 5th January 2015 launched the National LED programme to facilitate rapid adoption of LED based home and street lighting across the country. The programme components, Unnat Jyoti by Affordable LEDs for All (UJALA) and Street Lighting National Programme (SNLP) are under implementation in 34 States and UTs. This programme along with Building Energy Efficiency Programme (BEEP) is being implemented by Energy Efficiency Services Limited (EESL), a joint venture company of four power sector Central PSUs, EESL works on Energy Services Company (ESCO) model wherein upfront investment is done by EESL and the investment is recouped on annuity basis with performance based guaranteed energy saving during the project period.

2. Pursuant to the above the Central Government has taken a decision for mandatory installation of LED based lighting and energy efficient equipments (Fans & ACs) in all Government buildings.

3. Government buildings is a major source of energy consumption. Usage of LED based lightings and energy efficient equipments in Government buildings will lead to economy in expenditure and savings in the long run through reduction in energy consumed.

4. Keeping in view the economy in expenditure and savings that will entail, all Ministries/Departments are requested to convert the existing lightings/equipments into LED based lightings and energy efficient equipments on priority utilizing the services of CPWD/EESL.

*[Handwritten signature]*

suitable directions/guidelines to enabling Central Government procuring entities across the country to procure services from EESI for Building Energy Efficiency Programme. In this connection, a copy of the Model agreement between CPWD and EESI, for Implementation of Energy Efficiency Measures on deemed energy savings based ESCO model with 100% financing by EESI, is also enclosed (Annexure-III).

With regards,

Yours sincerely

(A.K. Bhalla)

Shri Ashok Lavasa,  
Finance Secretary & Secretary (Expenditure),  
Ministry of Finance,  
North Block,  
New Delhi

Copy to M.D, EESI with request to follow up with  
JS (Exs), Dept. of Expenditure

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

**AGENDA ITEM NO. 21**

**A) Proposal :-**

Proposal for implementation of Solar Power Project by MEDA and appointment of PMC @ 3% as consultancy charges

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

Approval for installation of Solar Roof Top Panel at SEEPZ SEZ by MEDA and appointment of PMC @ 3% as consultancy charges

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

Section 34 of SEZ Act, 2005 and Rule 7 (2) (ii) of SEZ Authority Rules 2009

**D) Other Information :-**

M/s. Maharashtra Energy Development Agency has submitted the fresh proposal for their services for "Concept to Commissioning Project Management Consultancy Services". SEEPZ has been accelerating the progress of electronics manufacturing in India and offering infrastructure to blossom Gems/Jewellery Industry. The decision, for implementing renewable power generation plant at various building of SEEPZ is constructive efforts to promote power from renewable. This will be the first kind of project in Maharashtra State.

Team MEDA has done initial site survey at SEEPZ Premises. Below are the tentative cumulative capacity/potential for implementation of grid connected PV solar power generation projects, under net meter concept at available shadow free roof-top area. Since, SEEPZ is designated franchisee by MSEDCL, can sale the power to members of SEEPZ.

Sr. No.	Proposed Roof top Solar Projects	Total Solar PV System Capacity (Kwp)	Estimated Project Cost (in Rs.) as per MNRE
1.	Captive project: for common utility power bills paid by SEEPZ	920	4,41,60,000/-
2.	Common utility bills paid by Members/Association	2671	12,82,03,000/-
3.	Captive utility power bills paid by Plot Holders	1765.5	8,47,44,000/-
	<b>Total</b>	<b>5356.5</b>	<b>25,71,12,000/-</b>

Divisional office Mumbai of Maharashtra Energy Development Agency (MEDA) a State Nodal Agency of MNRE, shall be the project management consultant (PMC) & proposed options for execute above projects are:

- A. CAPEX Model: A developer having mandate from SECI, under CAPEX model can install at pre-decided unit project cost & handover the project to SEEPZ, or
- B. RESCO Model: A developer having mandate from SECI, under RESCO Model can install & sale power project to SEEPZ at pre-decided unit rate/tariff, OR
- C. Funds as per estimated cost in DPR to be transferred to MEDA, MEDA will execute the project from concept to commissioning.

Presentation on preliminary findings/survey report after visit by MEDA team is attached for reference. MEDA will be happy to executive this project as "Concept to Commissioning" or offering consultancy services as per rules and regulations laid vide Maharashtra Govt. Resolution NCE-2015/387/Part-3/Energy-7 dated 08.05.2016 in which MEDA will be charge 3% as consultancy charges for project entirely executive through them. MEDA Scope of work and other terms as follows:

**Methodology:**

- (i) MEDA shall constitute a working committee and steering committee, representative of SEEPZ as the member for this committee for seeking necessary recommendation & approval respectively for successful execution of renewable energy projects.
- (ii) Team MEDA & its empanelled consultancy shall carry out site survey for identify the potential areas for the Development of Solar Power Plant.
- (iii) Suggest/recommend capacity & technology for renewable energy project.
- (iv) Prepare brief Presentation & Detail Project Report (DPR).
- (v) Prepare & issue tender notice & tender documents and complete e-tendering process for selection & appointment of reputed supplier/ executor/vendors for renewable energy plants/system; having provision for comprehensive maintenance contract (CMC) for first five years on commissioning.
- (vi) Arrange attend project progress review meetings.
- (vii) Supervise inspections/testing at mutually agreed hold points during manufacturing of system components and during execution of project at site.
- (viii) Supervise commissioning & process for handing over installed system to SEEPZ.

**Service scope for MEDA and Payment Terms:**

Sr. No.	Scope-Description	Completion (%) / Fees in Rs.
1.	Visit site; work out feasibility for implementation of revamping &/OR new solar power project at SEEPZs various buildings	1% (25,71,120/-)
2.	Preliminary study & selection of best suitable efficient technology for Renewable Power Generation System and submit the Design Basis Report (DBR)	
3.	Prepare & submit Detail Project Report (DPR)	
4.	Prepare tender documents and tender notice for RESCO Model OR CAPEX Model	1% (25,71,120/-)
5.	Arrange attend pre-bid meeting	
6.	Prepare & submit technical evaluation for received technical offers	
7.	Prepare draft for contract	

8.	Arrange attend Kick-off-meeting with successful Contractor	
9.	Review/approve design drawings/documents submitted by Contractor	
10.	Provide technical assistance for obtaining permission for grid connectivity from DISCOM.	
11.	Attend/witness stage wise inspections during manufacturing & submit report	1% (25,71,120/-)
12.	Attend/witness stage wise inspections during execution at site & submit report	
13.	Witness trials, testing & commissioning of entire system/project & submit report	
14.	Prepare documents required to hand over installed system to Client	
15.	Provide assistance in troubleshooting during operation of installed system, if any, for 1 <sup>st</sup> year of O & M	

SEEPZ shall transfer project funds to MEDA, as per the estimated cost indicated in DPRs. for the projects where MEDA has responsibility to release the payment to appointed system supplier/vendor.

It is mentioned that the proposal of MEDA for appointment of MEDA as PMC for implementation of the project from concept to commissioning with the PMC charges of 1% for the entire project cost was placed before the 34<sup>th</sup> authority meeting held on 11.05.2018.

However, now MEDA has mentioned that they would charge 3% as consultancy charges. Therefore the said proposal needs to be placed before the Authority for consideration.

**E) Recommendation :-**

Proposal for implementation of Solar Power Project by MEDA and appointment of PMC @ 3% as consultancy charges is placed before the Authority for consideration

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# MAHARASHTRA ENERGY DEVELOPMENT AGENCY

(A Government of Maharashtra Institution)

Division Office, Mumbai

GM/MEDA-MUMBAI/DPR/SEEPZ/2019-20/915

513  
1012/A, 10th Floor,  
Embassy Centre,  
Nariman Point,  
Mumbai - 400 021.  
Tel. : 022-22876436  
Fax : 022-22821065  
E-mail : medamumbai@mahaurja.com

Date: 03/09/2019

To,  
The Development Commissioner  
SEEPZ Special Economical Zone  
Andheri East, Mumbai,  
Maharashtra - 400051

Subject : Proposal for providing "Concept to Commissioning" Project Management Consultancy "services for your proposed renewable - Grid Connected Roof Top Solar PV Power Generation Project, at SEEPZ Mumbai.

Reference: Discussions with your, Shri, Keshav Jadhav, during site meeting on Sep 01, 2019.

Respected Sir,

In reference with above and instructed please find below the fresh proposal for our services for "Concept to Commissioning Project Management Consultancy services"

SEEPZ has been accelerating the progress of electronics manufacturing in India and offering infrastructure to blossom Gems / Jewellery Industry. The decision, for implementing renewable power generation plant at various building of SEEPZ is constructive efforts to promote power from renewable. This will be the first kind of project in Maharashtra State.

Team MEDA has done initial site survey at SEEPZ premises. Below are the tentative cumulative capacity / potential for implementation of grid connected PV solar power generation projects, under net meter concept at available shadow free roof-top area. Since, SEEPZ is designated franchisee by MSEDCL, can sale the power to members of SEEPZ.

Sr. No.	Proposed Roof top Solar Projects	Total Solar PV System Capacity (kWp)	Estimated Project Cost (in Rs), as per MNRE
1	Captive project for common utility power bills paid by SEEPZ	920	4,41,80,000/-
2	Common utility bills paid by Members / Association	2671	12,82,08,000/-
3	Captive utility power bills paid by Plot Holders	1765.5	8,47,44,000/-
Total		5356.5	25,71,12,000/-

Divisional office Mumbai of Maharashtra Energy Development Agency (MEDA) a State Nodal Agency of MNRE, shall be the project management consultant (PMC) & proposed options for execute above project are,

- A. CAPEX model: A developer having mandate from SECI, under CAPEX model can install at pre-decided unit project cost & handover the project to SEEPZ, OR
- B. RESCO model: A developer having mandate from SECI, under RESCO model can install & sale power project to SEEPZ at pre-decided unit-rate / tariff, OR
- C. Funds as per estimated cost in DPR to be transferred to MEDA, MEDA will execute the project from concept to commissioning.

Presentation on preliminary findings / survey report after visit by MEDA team is attached for your ready reference. MEDA will be happy to executive this project as 'Concept to Commissioning' or offering consultancy services as per rules and regulations laid vide Maharashtra Govt. Resolution NCE-2015/387/Part-3/Energy-7 dtt 8<sup>th</sup> June, 2016 In which MEDA will be charge 3% as consultancy charges for project entirely executive through us. MEDA Scope of work and other terms as follows.

#### Methodology:

1. MEDA shall constitute a working committee and steering committee, representative of SEEPZ as the member for this committee for seeking necessary recommendation & approval respectively for successful execution of renewable energy projects.
2. Team MEDA & its empanelled consultancy shall carry out site survey for identify the potential areas for the Development of Solar Power plant.
3. Suggest / recommend capacity & technology for renewable energy project.
4. Prepare brief Presentation & Detail Project Report (DPR)
5. Prepare & issue tender notice & tender documents and complete e-tendering process for selection & appointment of reputed supplier / executer / vendors for renewable energy plants / systems; having provision for comprehensive maintenance contract (CMC) for first five years on commissioning.
6. Arrange attend project progress review meetings.
7. Supervise inspections / testing at mutually agreed hold points during manufacturing of system components and during execution of project at site.
8. Supervise commissioning & process for handing over installed system to SEEPZ.



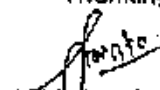
## Service scope for MEDA and Payment Terms:

Sr No.	Scope - Description	Completion (%) / Fees in Rs
1	Visit site; work out feasibility for implementation of revamping & / OR new solar power project at your (SEEPZs) various buildings	1% (25,71,120/-)
2	Preliminary study & selection of best suitable efficient technology for Renewable Power Generation System and submit the Design Basis Report (DBR)	
3	Prepare & submit Detail Project Report (DPR)	
4	Prepare tender documents and tender notice for RESCO Model OR CAPEX Model	1% (25,71,120/-)
5	Arrange attend pre-bid meeting	
6	Prepare & Submit technical evaluation for received technical offers	
7	Prepare draft for contract	
8	Arrange attend Kick-off-meeting with successful Contractor	1% (25,71,120/-)
9	Review / approve design drawings / documents submitted by Contractor	
10	Provide technical assistance for obtaining permission for grid connectivity from DISCOM.	
11	Attend / witness stage wise inspections during manufacturing & submit report	
12	Attend / witness stage wise inspections during execution at site & submit report	
13	Witness trials, testing & commissioning of entire system / project & submit report	
14	Prepare documents required to hand over installed system to Client	
15	Provide assistance in troubleshooting during operation of installed system, if any, for 1st Year of O & M	

SEEPZ shall transfer project funds to MEDA, as per the estimated cost indicated in DPRs. For the projects where MEDA has responsibility to release the payment to appointed system supplier / vendor.

Submitted for your perusal.

Thanking You

  
Vishal Shivtare  
(General Manager)

MEDA, Divisional Office Mumbai

MINUTES OF THE 34<sup>th</sup> AUTHORITY MEETING HELD ON 11.05.2018  
UNDER THE CHAIRMANSHIP OF DEVELOPMENT COMMISSIONER &  
CHAIRPERSON, SEEPZ-SEZ AUTHORITY.

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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.

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**Agenda Item No.3:** Proposal for approval for change of design of Conference Room at SEEPZ Service Centre Building as per drawing submitted by NFCD.

After deliberation, the Committee held the view that the appointment of M/s NFCD in 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. 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 EESL for installation of LED with an estimated cost of Rs.25.99 Lakhs as per the Govt. directives and repayment to be made in 20 quarters with a payment of 1,74,826/- per quarter.

**Agenda Item No.7:** Proposal for implementation of Solar Power Project

After deliberation the Committee approved the proposal for appointment of M/s MEDA as PMC for implementation of the project from concept to commissioning with a PMC charges of 1% for the entire project cost. The project may be executed as per guidelines of Govt. in this regard.

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

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**AGENDA ITEM NO. 24**

**a) Proposal:-**

Proposal for implementation of Solar Power Project

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

Approval of installation of Solar Roof Top Panel at SEEPZ-SEZ

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

Section 34 of SEZ Act, 2005 and Rule 7 (2)(iii) of SEZ Authority Rules, 2009

**d) Other Information:-**

The Ministry of Commerce & Industry from time to time informed that the Govt. of India has taken up an ambitious target of achieving 175 GW of solar power by 2022 out of which 40 GW has to come from solar roof top only. Thus Department has signed the commitment certificate resolving to undertake to initiate development of rooftop/ground solar systems so as to achieve 10MWP capacity by 2021-22. It has been directed that expedite the installation works so that the completion of project may be achieved within the prescribed deadline. It was also informed that PEC Ltd.- an expert PSU under Ministry of Commerce has been nominated by MNRE to assist the organization in this regard.

Accordingly, this office initiated the process and published tender. Only one agency participated. As per the guidelines of GFR, the tender

was cancelled. This office assigned the work to Maharashtra Energy Development Agency (MEDA) to examine the said project and submit feasibility report. MEDA carried out survey and presented the case to this office. The following is the brief of report:-

- (i) Total 920kWp grid connected roof top PV Solar power generation system with net meter shall be installed to meet present power consumption for power bills paid by SEEPZ Authority.
- (ii) Considering total available shadow free roof top area, additional 1751 KW grid connected roof top PV Solar power generation system with net meter can be installed. Since SEEPZ is designated franchisee by MSEDCL, can sale the power to members of SEEPZ.
- (iii) SEEPZ Authority can exercise the following option for execution of the project:-
  - (a) **CAPEX Model**- a developer having mandate from SECI under CAPEX model can install at pre-decided unit project cost & handover the project to SEEPZ. Cost- Rs.15.80 Crores.
  - (b) **RESCO Model**: a developer having mandate from SECI, under RESCO model can install and sale power project to SEEPZ at pre-decided unit rate/tariff by SECI. Tariff per unit to be paid to Developer by SEEPZ - Rs.3.62
  - (c) **Project by team MEDA**: Funds as per estimated cost in DPR to be transferred to MEDA, EDA ill execute the project from Concept to Commissioning. Cost- Rs.14.97 Crores

The details of options and benefits are enclosed as Annexure.

MEDA vide their letter dated 7.5.2018 has informed that Divisional Office, Mumbai of MEDA a State nodal Agency of MNRE has offered shall be the project management consultant Services (PMC). MEDA has proposed that it will execute this project as Concept to Commissioning or offering consultancy services as per rules and regulations laid vide

Maharashtra Govt. Resolution NCE-2015/387/Part-3/Energy-7 dated 8.6.2016. MEDA has proposed that it will charge 1% as consultancy charges for the entire project from Concept to Commissioning. The proposed Scope of MEDA shall be as follows:-

- (a) MEDA shall constitute a working committee and steering committee. Representative of SEEPZ will be the member of the Committee.
- (b) MEDA and its empanelled consultancy shall carry out site survey for identify the potential areas for the Development of Solar Power plant
- (c) MEDA will suggest/recommend capacity & technology for renewable energy project
- (d) MEDA will prepare Detail Project Report
- (e) Will prepare & issue tender notice, selection of reputed supplier/executor/vendor having provision of comprehensive maintenance contract (CMC) for 1<sup>st</sup> five year on commissioning.
- (f) Arrange, attend project progress review meetings
- (g) Supervise inspections/testing at mutually agreed hold points during manufacturing of system components and during execution of project at site.
- (h) Supervise commissioning & process for handing over installed system to SEEPZ.

To execute the work as per proposed scope of work, MEDA will charge 1% and SEEPZ shall transfer project funds to MDE as per estimated cost indicated in DPRs.

It may be stated that Rule 178 of GFR 2017 stipulates that "the Ministries or Department may hire external professionals, consultancy firms or consultant (referred to as consultant hereinafter) for a specific job which is well defined in terms of content and time frame for its completion".

Further Manual for procurement of Consultancy and other services, 2017 Rule 3.10(iv)- Direct Selection: Single Source Selection (SSS) stipulates that ' at time other PSUs or Government organizations are used to provide technical expertise.

**e) Recommendation:-**

The proposal of implementation of Solar Roof Top project in SEEPZ-SEZ and appointment of Project Management Consultant is placed before Authority for consideration.

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# MAHARASHTRA ENERGY DEVELOPMENT AGENCY

(A Government of Maharashtra Undertaking)

1012 A, 10th Floor,  
Embassy Centre,  
Nariman Point,  
Mumbai - 400 021.  
Tel.: 022-22876436  
Fax: 022-22821065  
E-mail: medamumbai@mahaurja.com  
Date: 07/05/2018

GM/MEDA-MUMBAI/DFR/SEEPZ/2018-19/450

To,  
The Development Commissioner  
SEEPZ Special Economical Zone  
Andheri East, Mumbai,  
Maharashtra - 400051

*Sanjeet K. W. 9/5  
Sanjeet K. W. 9/5  
Sanjeet K. W. 9/5*

**Subject :** Proposal for providing "Concept to Commissioning" Project Management Consultancy "services for your proposed renewable – Grid Connected Roof Top Solar PV Power Generation Project, at SEEPZ Mumbai.

**Reference:** 1. Discussions during the meeting on Aug. 18th & visit to site on Aug 22<sup>nd</sup> 2017.  
2. Discussions during the meeting on Dec & Jan 1, 2018.

Respected Sir,

SSEEPZ has been accelerating the progress of electronics manufacturing in India and offering infrastructure to blossom Gems /Jewellery Industry. The decision, for implementing renewable power generation plant at various building of SEEPZ is constructive efforts to promote power from renewable. This will be the first kind of project in Maharashtra State.

MEDA has completed survey SEEPZ premises & considering total available shadow free roof-top area; following mention grid connected roof-top PV Solar power generation system, with net meter can be installed. Since, SEEPZ is designated franchisee by MSEDCL, can sale the power to members of SEEPZ.

Sr. No.	Proposed Roof top Solar Projects	Total Solar PV System Capacity (Kw)
1	Captive project : for common utility power bills paid by SEEPZ	920 Kwp
2	Common utility bills paid by Members / Association	2671 Kwp
3	Captive utility power bills paid by Plot Holders	1765.5 Kwp
<b>Total</b>		<b>5356.5 Kwp</b>

Divisional office Mumbai of Maharashtra Energy Development Agency (MEDA) a State Nodal Agency of MNRE, shall be the project management consultant (PMC) & proposed options for execute above project are,

- A. CAPEX model: A developer having mandate from SECI, under CAPEX model can install at pre-decided unit project cost & handover the project to SEEPZ, OR
- B. RESCO model: A developer having mandate from SECI, under RESCO model can install & sale power project to SEEPZ at pre-decided unit rate / tariff, OR
- C. Funds as per estimated cost in DPR to be transferred to MEDA, MEDA will execute the project from concept to commissioning.

Presentation on preliminary findings / survey report after visit by MEDA team is attached for your ready reference. MEDA will be happy to executive this project as 'Concept to Commissioning' or offering consultancy services as per rules and regulations laid vide Maharashtra Govt.

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Resolution NCE-2015/387/Part-3/Energy-7 dt 8<sup>th</sup> June, 2016 in which MEDA will be charge 1% as consultancy charges for project entirely executive through us. MEDA Scope of work and other terms as follows.

**MEDA Scope of Work :**

1. MEDA Shall constitute a working committee and steering committee, representative of SEEPZ as the member for this committee for seeking necessary recommendation & approval respectively for successful execution of renewable energy projects.
2. Team MEDA & its empanelled consultancy shall carry out site survey for identify the potential areas for the Development of Solar Power plant.
3. Suggest / recommend capacity & technology for renewable energy project.
4. Prepare brief Presentation & Detail Project Report (DPR)
5. Prepare & issue tender notice & tender documents and complete e-tendering process for selection & appointment of reputed supplier / executor / vendors for renewable energy plants / systems; having provision for comprehensive maintenance contract (CMC) for first five years on commissioning.
6. Arrange attend project progress review meetings.
7. Supervise inspections / testing at mutually agreed hold points during manufacturing of system components and during execution of project at site.
8. Supervise commissioning & process for handing over installed system to SEEPZ.


**Payment Terms :**

Sr.No.	Activity	Percentage of Payment
1	For submission of draft DPR (Detailed Project Report)	1%
2	For Tendering process (Tender, Pre-bid, Evaluation & issue of LOA)	
3	For Project Monitoring & Stage inspection during execution	
4	For testing & attending commissioning at site.	

SEEPZ shall transfer project funds to MEDA, as per the estimated cost indicated in DPRs. For the projects where MEDA has responsibility to release the payment to appointed system supplier / vendor.

Submitted for your perusal,

Thanking You

  
Vishal Shivtare  
General Manager  
MEDA, Mumbai

ENCL :- Resolution NCE-2015/378/Part-3/Energy-7 dt.08<sup>th</sup> June, 2016 Copy.