



भारत सरकार / GOVERNMENT OF INDIA  
विकास आयुक्त का कार्यालय / OFFICE OF THE DEVELOPMENT COMMISSIONER  
सीपज़ विशेष आयुक्त क्षेत्र / SEEPZ SPECIAL ECONOMIC ZONE  
वाणिज्य एवं उद्योग मंत्रालय / MINISTRY OF COMMERCE & INDUSTRY  
अंधेरी (पूर्व), मुंबई - 096 400 / ANDHERI (EAST), MUMBAI - 400 096.  
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No. SEEPZ SEZ/ESTATE/CFC/55/2021-22/20634

14<sup>th</sup> December, 2021

OFFICE ORDER NO. 18 dated 13.12.2021

**Subject:** Constitution of the Project Steering Committee, Purchase Committee, Implementing & Monitoring Committee-reg.

In continuation of this office order No.13/2021 dated 12.10.2021, the following Committees have been constituted with approval of MOC&I :-

**PROJECT STEERING COMMITTEE :-**

1. Development Commissioner, SEEPZ, Mumbai
2. Director, G&J, MoC&I, GOI.
3. Chairman, GJEPC.
4. Vice Chairman, GJEPC.
5. A & F Convener, GJEPC.
6. Convener - SEZ Sub-Committee, GJEPC.
7. Co Convener SEZ Sub Committee, GJEPC.
8. Convener - Jewellery Panel Committee, GJEPC.
9. ED, GJEPC.
10. CFO, GJEPC.

The Convener of any other committee, Regional Chairmen, or outside experts may be invited for the meeting as required. ED/CFO may take suitable decision from time to time based on agenda items which may require their presence.

**2. Minimum requirement (quorum) 4 members consisting :-**

1. At least one representative from Govt. (Sr. No. 1 & 2)
2. At least one member from Sr. No. 3,4,5
3. At least one member from Sr. No. 6,7,8
4. At least one member Sr. No. 9, 10

**PURCHASE COMMITTEE: (Common for all procurements).**

1. JDC (SEEPZ)
2. Representative from Finance department of MoC&I
3. Co-Convener SEZ Sub-Committee, GJEPC.
4. Nominee 1 - Mr. Ashish Kothari, Member, SEZ Sub Committee.
5. Nominee 2 - Mr. Neville Tata, Member, SEZ Sub Committee.
6. Nominee 3 - Mr. Sameer Shah, Member, SGJMA
7. Director, Accounts & Finance, GJEPC.
8. Head-Projects, GJEPC.

14/12

**Note:-**

1. No member of the purchase committee should be reporting directly to any other member of such committee, to ensure independent expression of views.
2. The persons handling/ dealing with tender, or procurement documents and process should not be considered as the member of the committee. He/She can attend the meeting and support the proceedings.
3. Minimum requirement 4 members consisting at least :-
  1. One member from Sr. No. 1,2.
  2. One member from Sr. No. 3.
  3. One member from Sr. No. 4,5,6.
  4. One member from Sr. No. 7,8.

**IMPLEMENTING & MONITORING COMMITTEE:**

1. Convener - SEZ Sub Committee, GJEPC.
2. JDC/Pune Cluster
3. Co-Convener-SEZ Sub Committee, GJEPC.
4. Nominee 1 - Mr. Colin Shah
5. Nominee 2 - Mr. Adil Kotwal, Member, SEZ Sub Committee.
6. Nominee 1 - Mr. Sohil Kothari, Member, SGJMA
7. Nominee 2 - Mr. Alkesh Shah, Member, SGJMA
8. Head - Statistics, GJEPC.
9. Head Projects, GJEPC.
10. Head - IT, GJEPC.
11. Head - HR, GJEPC.

**Note:**

1. Minimum requirement 5 members consisting at least :-
  1. One member from Sr. no. 1,2 & 3.
  2. One representative from Sr. No. 4 & 5.
  3. One representative from Sr. No. 6 & 7.
  4. Two representative from Sr. No. 8,9,10,11.

**ROLES & RESPONSIBILITIES**

- **PROJECT STEERING COMMITTEE :-**
  - To frame and approve rules & regulations.
  - To make new sub-committee(s) as per requirement and delegate powers/authority and decide the responsibility.
  - To approve budgets and expenses.
  - To take policy level decisions.
  - Review progress of the scheme.
  - Co-ordination with Government and attend meetings/make representations.
  - To receive grant and submit Utilization certificate.
  - To provide inputs, guidance and assistance to Purchase Committee/IMC
  - To appoint/recommend third party for pre-feasibility/DPRs/ project management consultant/project implementation agency/Audit or review etc.

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- Develop concept for Research & Development/ Data Centre/ Tool Centre and forward to Purchase Committee for acquisition/ Joint Ventures/ Tie-ups/ Procurement etc. as needed.
- To enter into agreement/MoU with GOI/DC office/third party as per requirement.
- To act as required for the success of the project/scheme.

#### PURCHASE COMMITTEE

- Tender Process
  - To decide the mode of tender process.
  - To decide the process for tendering (single bid/two bid/limited bid etc.)
  - To approve the name(s) of recommended agencies in case of limited tender.
  - To recommend to PSC for appointment of agency by nomination.
  - Approval of EoI & draft of advertisement.
  - Approval of tender document.
  - Attending pre-bid meetings.
  - Opening of technical bids/commercial bids/limited bids/two bids/quotations.
  - To conduct and attend design presentations.
  - Discussion/Negotiation and finalization of t& C with vendor/ suppliers/mfg.
  - Issuing work order/ purchase order.
  - Executing Agreement with vendor/ suppliers /mfg. and issue addendum to agreement.
  - Approval of payments.
  - To consider and approve the deviation in quantity/specifications/change in planning.
  - Follow the guidelines as provided by PSC on Research & Development/ Data Centre/ Tool Centre and forward to Purchase Committee for acquisition/ Joint ventures/ Tie-ups/ Procurement etc. as needed.
  - Refer disputed, out of scope, out of DPR items to PSC for approval.

#### IMPLEMENTING & MONITORING COMMITTEE

- Provide support to GJEPC, Vendors/agencies to execute the work at field level.
- Monitoring of physical work progress at the center.
- Monitoring of quality of work in due consultation of GJEPC representatives / vendors.
- Liasoning with local authorities for statutory compliances / approvals / permissions.
- Provide inputs / suggestion to GJEPC w.r.t. machineries, equipments, SoP, Software designing.
- Submission of monthly report on production / revenue to GJEPC.

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- To appoint manpower for Mega CFC.
- Recommend and fix the charges / rates for the services being offered by Mega CFC.
- To decide and implement marketing plan for the promotion of Mega CFC.
- To take all required decision/actions for the smooth functioning of Mega CFC.
- To provide suggestions to PSC w.r.t. to policy related matter for necessary approval.

The names of Nominees in Purchase Committee & Implementing & Monitoring Committee have been forwarded by GJEPC.

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



(CPS Chauhan)

Joint Development Commissioner,  
SEEPZ SEZ.

Copy to:-

- (i) Shri. Ashish Kothari, Member, SEZ Sub Committee.
- (ii) Shri. Neville Tata, Member, SEZ Sub Committee.
- (iii) Shri. Sameer Shah, Member, SGJMA
- (iv) Shri. Colin Shah
- (v) Shri. Adil Kotwal, Member, SEZ Sub Committee.
- (vi) Shri.Sohil Kothari, Member, SGJMA
- (vii) Shri.Alkesh Shah, Member, SGJMA
- (viii) Shri. Pravin Chandra, JDC (Pune Cluster)