

MINUTES OF THE 46th AUTHORITY MEETING HELD ON 27.07.2021, ON WEBEX PLATFORM, UNDER THE CHAIRMANSHIP OF DEVELOPMENT COMMISSIONER & CHAIRPERSON, SEEPZ-SEZ AUTHORITY.

The following were present: -

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| (i) | Sh. C.P.S. Chauhan
JDC, SEEPZ-SEZ | - | Member/Secretary |
| (ii) | Sh. D.T. Parate,
Asstt. DGFT, Mumbai | - | Member |
| (iii) | Sh. Vijay Gujarati,
COO, M/s. EOS Power India Pvt. Ltd. | - | Member |
| (iv) | Sh. Ashish Kothari, Director
M/s. Jewalex India Pvt. Ltd. | - | Member |

Special Invitees:-

Sh. Anil Chaudhary,
Specified Officer, SEEPZ

Sh. Anurag Agarwal, DDC, Sh. Raju Kumar, ADC, Sh. Keshav Jadhav, ADC, Smt. Rekha Nair, Assistant, Sh. Ravindra Kumar, UDC and Sh. Rajesh Kumar, UDC also attended for assistance and smooth functioning of the meeting.

The Chairperson welcomed all the members present and thereafter agenda of the meeting was taken up.

Agenda Item No. 1: Confirmation of the Minutes of the 45th Meeting held on 26.06.2021

The Minutes of the meeting held on 26.06.2021 were approved with consensus.

Agenda Item No. 2: Proposal for Generic issues.

Decision: The Authority Noted that no Agenda was received from the Trade members.

Agenda Item No 3 (A) : MIDC - MOU & Presentation

- A. Proposal for execution of MoU with SEEPZ SEZ and MIDC.
- B. Block Estimate for all SDF /G&J buildings/SEEPZ Staff Colony.
- C. Presentation by Dy. D.C on Cleaning, Repair & Maintenance Work Sector wise
- D. Presentation By MIDC

Decision:- (A) &(D) After deliberation, Authority noted the detailed presentation given by the MIDC on their functioning and activities carried out in Maharashtra and within the SEEPZ Zone and also took on record the draft Memorandum of Understanding submitted by them for vetting.

Decision:- (B) & (C) After deliberation, Authority noted the presentation given by the Dy. D.C on the Block wise condition of each bldg., required for urgent repair and maintenance work along with estimate given by the Engineer of Authority and the Authority was of the view that the repair and maintenance work needs to be carried out on urgent basis since the all Buildings and Residential complex of SEEPZ are in very poor condition, with priority to safety of all employees and residents after due identification of the agency for works.

Agenda Item No 3 (B) : CPWD Reg- One stop service for all Capital/Minor works by CPWD.

Dy. D.C briefed the Authority about steps taken by this office with CPWD

Decision :- After deliberation, Authority noted the step taken by SEEPZ Authority for One stop service for all Capital /minor works by CPWD; however it was decided to await formal proposal from CPWD to arrive at a decision.

Agenda Item No 3 (C) : NFCD reg- Appraisal of submission of legal rejoinder in the appropriate forum in order to place on record the fact of necessity of undertaking the contingency work of structural repair and water proofing and urgent civil work for th Govt. leased buildings known as SDF 1 to 6 and the Buildings known as G&J Complex I to III, through MIDC being the Special Planning Authority.

Decision :- After deliberation, Authority noted the Appraisal of submission of legal rejoinder in the appropriate forum in order to place on record the fact of necessity of undertaking the contingency work of structural repair and water proofing and urgent civil work for th Govt. leased buildings known as SDF 1 to 6 and the Buildings known as G&J Complex I to III, either through MIDC being the Special Planning Authority or through CPWD on finalization of decision thereof.

Agenda Item No. 3 (D) : Utilities- Brief by DDC/Jt. DC

- It was intimated to the SEZ Authority that a detailed brief on the utilities and maintenance shall be submitted during the dedicated budget session tentatively slated for 11th August, 2021.

Agenda Items No. 4 : Matters related to Units in SEZ, Allotments, etc (Rule 8 (viii), Rule (ix), rule 8 (x), rule 8 (xi) rule 8 (xii), rule 8 (xiv)

-NIL

Agenda Items No. 5 : Accounts Financial Statement Related (rule 6 (1) (ii), Rule 6(1) (iii), Rule 6 (1) (iv), Rule 6 (1) (v), Chapter VI- Accounts, returns and Statements of the Authority and Schedule II and Schedule III

- A. Budget Manual
- B. Budget - Annual Financial Statement 2021-22 as Annexure -B
- C. Draft notification for Standard operating procedure for financial expenditure form SEZ Authority Fund.
- D. Draft notification for Standard operating procedure for work undertaken from SEZ Authority Fund.

Annual budget for the year 2021-22 prepared by Chartered Accountant appointed by Authority was placed before the Authority for information & approval.

The SEEPZ Authority Administration conveyed that the Budget Manual and Annual Financial Statement for 2021-22 will be taken up in separate Authority meeting which will be held on second week of August 2021, tentatively on the 11th August, 2021.

Decision :- After deliberation the Authority Noted the Draft SOP submitted by the SEEPZ Authority for (a) Standard Operating Procedure for work undertaken from SEZ Authority Fund and(b) Draft notification for Standard operating procedure for work undertaken from SEZ Authority Fund.

Agenda Items No. 6 : Related to Officers and Employees of the Authority & Human Resource - Chapter IV - Rule 9 to rule 11

- A. Proposal for Hiring of Security Consultant.
- B. Proposal for Hiring Executive under Authority for SEEPZ SEZ

Decision:- (A) - After deliberation the Authority approved the proposal of SEEPZ Authority for hiring of Security Consultant.

(B) - After deliberation the Authority approved the proposal of hiring of (a) Executive (Jr. Electrical Engineer), (b) Executive (Jr. Electrical Engineer), (c) Executive (HR), (d) Executive(Finance), (e) Executive (Econometrics), (f) Consultant(Hindi).

Agenda Items No. 7 : Health, Welfare and Insurance Measure – Rule 6 (3)

Proposal for formation of COVID Vaccination center in SEEPZ SEZ Zone.

Decision :- After deliberation the Authority noted the steps taken by the SEEPZ Authority and also approved that the proposal for formation of COVID-19 vaccination Center should be forwarded to MCGM along with MOU between SEEPZ Administration and Holy Spirit Hospital and all the requisite amenities and protocol.

Agenda Items No.8 : Matters related to Security – Rule 8 (xiii)

- A. Proposal for execution of MoU with SEEPZ SEZ and Bharat Diamond Bourse.
- B. Proposal for procurement of 42 Nos. Led Light Fixtures for High Mast.

The representative of the Bharat Diamond Bourse made presentation on their functioning and also briefed about the inspection carried out by them of SEEPZ Campus on 09.07.2021.

Decision: (A) After deliberation the Authority noted the presentation made by Bharat Diamond Bourse and the Draft MOU submitted by them for vetting for taking them on board as strategic advisor on security issues and other utilities management assistance.

(B) After deliberation the Authority approved the proposal of the SEEPZ authority for purchase of the 42 Nos. LED fixtures each of 200W at the approximate cost of Rs.2,94,000/- under the Authority funds.

Agenda Items No. 9 : Legal matters related agendas (Rule 8 (vi), rule 8(vii) –

- NIL -

Agenda Items No. 10 : Matters relating to Utilities and Services other than IT and E-Governance related

- NIL -

Agenda Items No. 11 : Matters related to IT applications and E- Governance related

- A. IIT Confirmation - Proposal for PMC role by IIT, Guwahati for computerization and leveraging IT based solution in SEEPZ SEZ.
- B. Hardware – Proposal for Hardware and software requirement by IT section to be procured from GeM and other platform (for those which are not available on GeM)

C. Proposal for 100% advance payment of E-office.

Decision:- (A) After deliberation the Authority approved the proposal for PMC role by IIT , Guwahati for computerisation and leveraging IT based solutions in SEEPZ, Mumbai.

(B) After deliberation the Authority approved the proposal for purchase of the following items through GeM and other platform (for those which are not available on GeM).

Sr. No.	Item Name	GeM Description	Qty	Unit Rate	Estimated Total Amount
1	Digi-Class System hardware,	Not Available on GeM- Repair and Renovation of Conference Hall	1	8,00,000	8,00,000.00
2	Laptops for Management (Office Staff)	Lenovo Thinkpad E14	10	40,000	4,00,000.00
3	MFM Photocopier Machine (Colour + Black and White)	Canon MFM IR 1643i	1	89,000	89,000.00
4	15 Work Stations	HP i3, 10Gen WorkStation	15	39,999.99	5,99,99.85
5	15 Web Camera	Logitech Web Cam	15	2403	36,045.00
6	15 USB Speakers	Frontech SW 0040	15	348	5,220.00
7	5 LaserJet Pro Printer	Brother A4	5	13800	69,000.00
8	Flat-Bed cum Feeder Scanner	Avision Flatbed cum Feeder	1	27359.09	27,359.09
9	15 Keyboard + mouse	Dell Combo Keyboard + Mouse	15	729.94	10,949.10
10	1000 MBPS Hub Switches.	Dlink 8 Port	5	3743	18,715.00
11	Collaborative Interactive Display for signage and scheduling	Not Available on GeM	1	50,000	50,000.00
12	Microsoft Teams Subscription	For 1 Year	12 Months	660	7,920.00
Total					15,14,208.19

(C) After deliberation the Authority approved the proposal of the SEEPZ authority for making the 100% advance payment to NICS I to implement the e-office and to deploy their officials.

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Agenda Items No. 12 : Monthly report to SEZ Authority and Annual report including Statistical analysis report – related to Schedule IV.

Comparative Export Performance for financial year 2019-20, 2020-21 & 2021-22 on Cumulative Basis As Annexure-C.

Decision :- After deliberation the Authority noted the Export performance of the Zone.

Agenda Items No.13 : Administration related matters

- A. Proposal for hiring of services of vehicle for official use.
- B. Proposal for increase imprest/advance cash of Rs. 1,00,000/- for immediate usage for urgent work.

Decision : (A) After deliberation the Authority approved the proposal for hiring of vehicles for the authority work as per details below :

1. One vehicle for general pool for supervising and monitoring the various activities in M&R works and utilities.
2. One dedicated vehicle for DDC, SEEPZ for visiting the zone and any other official work outside zone.
3. One vehicle for monitoring and supervision of security operation in the Zone.
4. One Luxury vehicle 'on need basis' for short term hire not exceeding 5 working days at a time required for visit of dignitaries in the Zone which shall be on similar methodology as Reserve Bank of India.

(B) After deliberation the Authority approved the proposal for increase the imprest/advance cash from Rs.30,000/- to Rs.1,00,000/- granted to Estate Manager for immediate usage for urgent work for the period till 31st March 2022 as urgent maintenance and repair works will have to be undertaken and completed during the period from August 2021 till March 2022 and subsequently from 01st April 2022 the cash imprest amount shall be restricted to Rs.30,000/- only.

Agenda Items No. 14 : Miscellaneous

- A. Proposal for extension of existing contract for Cleaning Contract/ AMC for Water Purifier Machines/ Annual Maintenance and Operation of STP in SEEPZ SEZ / AMC for Tree Cutting & Watering and maintenance of potted plants.

- B. Proposal for payment to M/s. NCCF for supply of material on urgent basis.
- C. Proposal for extension of existing contract for Goods and Passenger lifts installed at all SDF's & G & J Bldg.
- D. Proposal for extension of AMC for cleaning of gutters, drainage and sewerage lines within SEEPZ SEZ premises including SEPZ SEZ Residential Complex and removal/disposal of the same.
- E. Proposal for extension of AMC for Day to Day Maintenance Contract (Day to Day Civil/Electrical/Plumbing/Carpentry/Painting work) for all the buildings @ SEEPZ premises as well as SEEPZ Staff Colony .
- F. Proposal for payment to M/s. Aditya Enterprises for Supply of Services (by providing skilled labourers with supervision) for fixing the tarpaulin sheet at SDF Buildings/ G&J Buildings and at SEEPZ Staff Colony in SEEPZ SEZ.
- G. Proposal for hiring 100Mbps Internet Leased Line Connection through GeM Portal.

Decision : (A) **After deliberation the Authority approved the proposal for extension of following contract for the following contracts up to 30.09.2021.**

1. AMC contract for Cleaning/Housekeeping.
2. AMC of Water Purifier Machines
3. Annual Maintenance & Operation of STP in SEEPZ SEZ – M/s. AR Envirotec.
4. Tender for Tree Cutting and watering and maintenance of potted plants along median in SEEPZ Campus as well as SEEPZ Residential Complex.

It was informed to the SEZ Authority that all the Tenders to be floated afresh are under formulation stage and shall necessitate 45 days to finalize hence the extension till 30th September 2021 was sought.

(B) **After deliberation the Authority approved the proposal for payment of Rs. 92,550/- to M/s National Co-op Consumers Federation of India Ltd, Mumbai for supply of material on urgent basis for repair of Q.No. C-3 , SEEPZ Residential Complex.**

(C) **After deliberation the Authority approved the proposal for extension of existing contract for AMC for Goods and Passenger lifts installed at SDF –I to SDF-VI and G&J Complex- II to III in SEEPZ SEZ premises of M/s. Jay Bhagwan Elevators Co., for a period i.e upto 30.09.2021.**

(D) **After deliberation the Authority approved the proposal for extension of AMC for cleaning of gutters, drainage and sewerage lines within SEEPZ SEZ premises including SEPZ SEZ Residential Complex and removal/disposal of the same to M/s. Prime Toll & Recoveries Pvt. Ltd., for further period i.e upto 30.09.2021.**

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(E) After deliberation the Authority approved the proposal for extension of AMC for Day to Day Maintenance (Day to Day Civil/Electrical/ Plumbing/ Carpentry/ Painting work) for all the buildings @ SEEPZ premises as well as SEEPZ Staff Colony to M/s. Bohra Enterprises for further period till 30th September, 2021.

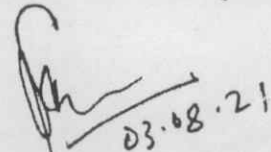
(F) After deliberation the Authority approved the proposal for payment of Rs. 13,36,987.40/- to M/s. Aditya Enterprises for Supply of Services (by providing skilled labourers with supervision) for fixing the tarpaulin sheet at SDF Buildings/ G&J Buildings and at SEEPZ Staff Colony in SEEPZ SEZ.

It was submitted to the SEZ Authority that from 2022 year onwards ad-hoc purchase of Tarpaulin shall be avoided and steps taken for permanent waterproofing of the structures.

(G) After deliberation the Authority approved the proposal to award the contract to M/s. Ishan Netsol Pvt. Ltd. Amounting to Rs. 3,50,460/- for 100Mbps Internet Leased Line Connection through GeM Portal.

The meeting concluded with a vote of thanks to the Chair.

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



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