

**MINUTES OF THE 37TH AUTHORITY MEETING HELD ON 24.10.2019
UNDER THE CHAIRMANSHIP OF DEVELOPMENT COMMISSIONER &
CHAIRPERSON, SEEPZ-SEZ AUTHORITY.**

The following were present:

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| (i) | Shri. Devendra Singh
Dy. DGFT, Mumbai | - | Member |
| (ii) | Shri. Shishir B Nevatia
Director, M/s. Sunjewels Pvt. Ltd. | - | Member |
| (iii) | Shri C.P.S. Chauhan
JDC, SEEPZ-SEZ | - | Member/Secretary |
| (iv) | Shri Keshav Jadhav
ADC (Estate) | | |
| (v) | Shri. Raju Kumar
ADC (Admn.) | | |

The Chairperson welcomed the Members of the SEEPZ-SEZ Authority and thereafter Agenda was taken up for discussion.

Confirmation of the Minutes of the 37th Meeting held on 20.09.2019.

The Minutes of the meeting held on 20.09.2019 were with consensus.

**Agenda Item No. 1: Proposal for AMC for Operation and Maintenance of 5 TPD
"NISARGRUNA" Bio-as Plant**

The Authority was briefed about the functionality, operation and maintenance of the existing Bio-gas Plant and the generation of gas from the wet waste.

After deliberation, the Authority approved the proposal of AMC for Operation and Maintenance of 5 TPD "NISARGRUNA" Bio-gas Plant granted awarded to M/s. Aviplast for a period of three years w.e.f. 15.10.2019 @ Rs. 1,78,000/- per month and with an increased escalation of 10% every year and the onetime cost of repairing of existing plant to stop the leakages @ Rs. 6,17,000/-. Authority also directed to execute the Agreement on priority basis.

Further the Authority held the view that two Sub-Committees may be constituted comprising of 3 members viz. Estate Manager and One nominee each of SGJMA & SEEMA who have some expertise in the said field :-

I. Sub-Committee on Estate Management to assess and improve efficiency of Estate management in respect of the following :

- Waste Collection and management ;
- Improving the cleanliness ;
- Tree cutting and gardening maintenance ;
- To see that all Units begin segregating dry and wet waste at source as per policy of BMC and to suggest penal action where needed

II. Sub-Committee on Drainage Management with a view to prevent water logging.

Agenda Item No.2: Proposal for AMC for lifts installed at SEEPZ Service Centre & BFC Bldg.

The Authority was appraised that the office had approached M/s. Kone Elevators and awarded the contract to M/s. Kone Elevators for a year on 26.05.2017 and the subsequently the contract period was extended for the period 01.04.2019 to 31.03.2022 amounting to Rs. 4,28,633/- per annum and with a 10% escalation in each year.

After deliberation, the Authority noted the AMC awarded to M/s. Kone Elevators for the period 2019-20 @ Rs. 4,28,633/- per annum and subsequent extension for 3 years upto 31.03.2022 with a 10% escalation each year.

Agenda Item No.3: Proposal for Hiring of Vehicle for official use

The Authority was briefed about the requirement of the vehicle and also conveyed that the said requirement has been examined and uploaded on Gem portal which will be opened on 28.10.2019. Committee noted the requirement of the said proposal.

Agenda Item No. 4: Proposal for AMC for Passenger and Freight lift installed at all SDFs & Gems & Jewellery Bldgs.

The Authority was informed that the existing AMC for Passenger and Freight Lift was awarded to M/s. NFCD for a period of one year to 20.03.2018 for Rs. 7,64,900/- per annum and the same was extended till the finalization of the new agency. The office has already initiated process of tendering as no service provider was available on GeM portal.

After deliberation, the Authority noted the proposal of extension granted to the existing agency beyond 31.03.2019 and also directed that immediate steps may be initiated for tendering process for new agency.

The Authority also held the view that the scope of responsibilities of the existing Building-wise Committee already formed for Disaster Management work in each building will be expanded to include the facility management and optimization related to maintenance of the lifts.

Agenda Item No.5: Proposal for AMC for Air Conditioner Machines installed in SEEPZ Service Centre Bldg. and BFC Bldg.

The Authority was informed that the existing contract was awarded to M/s. NFCD for a period of one year for Rs. 5,71,572/- on 13.06.2018 which was extended upto 18.09.2019. The Authority was appraised that, as the office is in the process of tendering for engaging new agency, the existing contract need to be extended.

After deliberation, the Authority approved the proposal for extension of the existing contract for AMC of AC Machines for a period of 3 months i.e. beyond 18.09.2019 or till the finalization of the new agency whichever is earlier.

Agenda Item No.6 : Proposal for hiring security services for SEEPZ SEZ and Residential Complex for the year 2019-20

The Authority was informed that the office had followed due procedure of GFR 2017 and awarded the contract to M/s. Singh Intelligence for a period of one year on 11.10.2018 for Rs. 37,28,200/- per month which is expiring on 31.10.2019. Hence requested the Authority that the existing contract may be extended as the office has already initiated the process of requisition in the GeM portal which is in the finalization.

After deliberation, the Authority approved the proposal for extension of the existing contract of providing security services for SEEPZ SEZ and Residential Complex (Govt. Quarters) to M/s. Singh Intelligence Security Pvt. Ltd. for a period of one month or till the finalization of the contract whichever is earlier.

It was further held that in future, tenders to be floated for all the procurements 3 months before the expiry of the term of existing service provider.

Agenda Item No.7 :

Proposal for removal/cutting of dead trees and trimming of grown trees in SEEPZ Zone and Residential Complex

AND

Proposal for watering and maintenance of potted plants in SEEPZ Zone and Residential Complex

The Authority was informed that the existing contract of watering and maintenance of the potted plants of the Zone and Residential Complex awarded to M/s. S.K. Entrps. on 29.03.2018 for Rs. 10,26,000/- per annum had expired on 28.03.2019 and subsequent extension was granted on 01.05.219 until further orders. The Authority was also appraised that the office is in the process of clubbing both the work into Single Tender and give to one sole Agency.

After deliberation, the Authority held the view that the extension of the existing contract may be extended only for 3 months and also directed to expedite the clubbing of both the works into a Single Tender provided a detailed time table and scope of work to be given for both the tasks.

Agenda Item No.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

The Authority was informed that an Internal Auditor namely M/s. Sunita Agarwal was appointed for the period of one year on 09.10.2018 for Rs. 5,88,000/- per annum for Internal Auditing and to assess the accounts of the Authority, verify the pre & post expenditure and suggest corrective measures for improvement in the system of the year 2017-18 & 2018-19.

After deliberation, the Authority noted the hiring of services of Internal Auditor. However a sub-Committee may be constituted headed by Shri. Devendra Singh, Dy. DGFT, including Jt. DC, Estate Manager and Pay & Accounts Officer to examine the manner in which the Internal Auditor and CA had functioned in the past 2 years and to see if any improvements in efficiency are possible or if outcomes could be achieved in the optimum level.

Agenda Item No.9 :

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

The Authority was informed that the present Chartered Accountant Firm viz. M/s. R. Devendra Associates are in the finalization of the Accounts and handing over

the said accounts which may take some time. Hence extension of the existing work order dt. 14.12.2015 as amended for billing services and 01.06.2016 as amended for Book keeping needs to be given upto 31.10.2019. The said Firm has already been asked to complete the work by 31.10.2019 so that the new agency can begin their work w.e.f. 01.11.2019.

Further this office had also floated the tender for the new agency and after evaluation of the technical bids, and following the Selection and evaluation procedure the Committee unanimously recommended/suggested to award the contract to M/s. Jain V. & Co. for Rs. 29,16,000/- per annum and work order dt. 05.08.2019 was issued for one year w.e.f. 01.11.2019.

After deliberation, the Authority noted the extension of the existing Chartered Firm viz. M/s. R. Devendra Associates upto 31.10.2019 and also the appointment of the new firm viz. M/s. Jain V & Co. for a period of one year 2019-20 w.e.f. 01.11.2019.

The Authority was informed that the firm M/s Athias has been engaged in the task of developing software for property wise and gala-wise billing for rent since the month Oct. 2019. The software is at advanced stage. The Authority held the view that the software for rental bills may be made operational within 30 days time and generate the bills for the period from Oct. 2019 to March 2020 on the same. In case the company is unable to deliver the services promised, steps may be taken to review the contract and terminate if needed.

Agenda Item No.10 : **Proposal for AMC for mechanized/manual cleaning work and housekeeping services for SEEPZ Zone and Residential Complex for the year 2019-20**

The Authority was informed that the existing contract awarded to M/s. Hygiene Everywhere Solution on 16.07.2018 for Rs. 28,75,000/- per month had expired on 15.07.2019 and the same needs to be extended upto 31.10.2019 as this office is in the final stage of appointing the new agency.

After deliberation, the Authority held the view that the cleaning is satisfactory and approved the proposal for extension of the contract upto 31.10.2019 of the existing agency i.e. M/s. Hygiene Everywhere Solutions.

Agenda Item No.11 : Proposal for AMC for cleaning of gutters, drainage and sewerage lines within SEEPZ SEZ including Residential Complex

The Authority was informed that the office had initiated steps and floated the tender for AMC for cleaning of gutters/drainage and sewerage lines. However, the office had received very less bids from the empanelled bidders and therefore the office is in the process of open tendering the work.

After deliberation, the Authority held the view to initiate action by floating a tender for cleaning of gutters/drainage and sewerage lines and give wide publicity and also efforts may be taken to identify new bidders for healthy competition. Also in view of the fact that response to the tender has been poor, despite repeated tendering, the Security Deposit may be reduced from Rs. 5.00 lacs to Rs. 2.00 lacs.

Authority also held the view that the cables unlined in the gutters and drainage system are creating choke ups and need to be removed by the service providers in co-ordination with the Unitholders within 60 days and to lay them in the proper manner, failing which the cable lines should be disconnected.

Agenda Item No.12: Proposal for AMC for civil work at Residential and Non-Residential area for the year 2018-19

The Authority was informed that the current contract of day to day maintenance has been awarded to M/s .NFCD for the year 2018-19 on 18.03.2018 for Rs. 78,20,250/- and the same was extended on 16.04.2019 till finalization of the new agency. However, their work is being verified by the Engineers based on the records available and the verification report. However, the payment of the same will be made only after due verification of the documents and progress report submitted by M/s. NFCD.

After deliberation, the Authority held the view to terminate the existing AMC contract given to M/s .NFCD w.e.f. 30.11.2019 or till the finalization of the new agency whichever is earlier.

The Authority further held the view that the work done by NFCD be ascertained, but this is a technical task for which SEEPZ has no expertise. It was further held :-

- (a) To engage an agency to verify the work done by NFCD. Tenders be immediately floated to hire an agency to verify the work done by NFCD, work order-wise and invoice-wise
- (b) Also to proceed on the IIT report that the buildings are unsafe.

Agenda Item No.13 : Proposal for AMC for Pest Control in SEEPZ Zone and Residential Complex.

The Authority was informed that the current AMC was awarded to M/s .NFCD for the period of one year on 09.03.2018 for Rs. 5,75,800/- per annum and subsequent extension was granted on 05.08.2019 till the finalization of the new agency. Also, the office has already initiated action for hiring the services through GeM portal.

After deliberation, the Authority noted the proposal and asked to expedite the process for appointment of new agency.

Agenda Item No. 14: Proposal for disposal of Non-Hazardous solid waste for the year 2019-20

The Authority was informed that the office had followed due procedure of tendering and after examination/scrutinization of the technical bid, the Committee had unanimously recommended/suggested the contract to be awarded to M/s. Garib Nawaz Corpn. for Mix Garbage, mix waste, mix plastic, cardboard/carton, glass, wood etc. on per kg. rate being generated from Units and dumped in the designated places.

After deliberation, the Authority noted the contract awarded to M/s. Garib Nawaz Corpn. for the year 2019-20 w.e.f. 19.08.2019 to 18.08.2020 vide Work Order no. SEEPZ-SEZ:EMS:WT:GC:67:2014-15:Vol-V:15407 dt. 05.08.2019.

Agenda Item No. 15 : Proposal for one time removal of Septic Tank Waste

The Authority was informed that in 2010-11 one time removal of septic tank was carried out by testing the sample by MINT and based on the report the applicable cost and duty was paid by the bidder. As lot of septic tank waste has been accumulated the same needs to be removed for cleanliness and upkeep of the Zone for which tender needs to be floated by following due procedure.

After deliberation, the Authority noted the proposal and directed to expedite the finalization of the tendering proceedings and place in the next authority meeting

Agenda Item no. 16 : Proposal for Collection and Segregation of Dry/Wet Waste in SEEPZ

The Authority was appraised that the proposal of Collection and Segregation of Dry/Wet waste for the year 2018-19 for one year for Rs. 4,51,364/- per month was awarded to M/s. Siddhivinayak Enterprises on 08.03.2018 and subsequent extension was granted on 26.03.2019 until further orders.

After deliberation, the Authority held the view that the existing contract may be continued. However, the Estate Section needs to expedite on the clubbing of agenda item no. 14 with 16 and only one agency would collect and segregate the dry/wet waste and dispose it off, so that the contract can be managed by sole vendor.

Agenda Item No. 17 : Proposal for engaging Engineers (Civil & Electrical), Consultant (Legal & Labour) and Hindi Translator

The Authority was briefed that the office had engaged the Consultant (Legal, Labour, Hindi, IT), Engineers, and Executive for Disaster Management and the same were selected after following due procedure of GFR 2017 and selection by the Consultancy Evaluation Committee thus constituted for the said purpose and the same was approved in the 35th Authority meeting held on 29.03.2019 for a period of one year purely on contractual basis. As the tenure of all have expired, the proposal for hiring Engineers (Civil & Electrical), Consultants (Legal & Labour) and Hindi Translator was only taken.

After deliberation, the Authority held the view that due procedure may once again be followed for engaging two Engineers, one Labour Consultant and one Hindi Translator and the scope of work to be vetted by a Lawyer.

As regards engaging the services of Legal Consultant is concerned, Authority held the view that Lawyer/Advocate may be hired on contract basis (Retainer ship basis) for which wide publicity may be done by following the tendering procedure.

Also, the existing Hindi Consultant and Engineers may be continued till the finalization of the new candidates. Further, IT Consultant may be asked to expedite the rent module and complete the same within one month and thereafter his services will be discontinued.

Agenda Item No. 18 : Proposal for waiver of the excessive rental charges w.e.f. 01.04.2015 of EPCES

The proposal of the revised increased rental charges levied w.e.f. 01.04.2015 to M/s .EPCES was placed before the Authority wherein the EPCES in its letter dt. 05.09.2019 & 03.05.2019 had mentioned that they being the non-profit organization established to service the export promotional needs of the EOUs and SEZ developers/units, the rates charged were astronomically increased since 2015 and hence requested to reduce the increased rental charges.

After discussion and due deliberation, the Authority held the view that the rent charges may be reduced for EPCES as they are non-profit agency representing EOUs & SEZ Developers and Units w.e.f. 01.04.2015 and re-worked out @ Rs. 2,000/- per month for the period 01.04.2015 to 31.03.2018. Rent may be revised @ Rs. 4,000/- per month for the period 01.04.2018 to 31.03.2020 and subsequently the same may be increased to Rs. 10,000/- per month for the period from 01.04.2020. However the proposal for waiver of dues on account of increased rent may be forwarded to MOC&I for approval.

Agenda Item No. 19 : Proposal for Comprehensive AMC for Access Control system and CCTV cameras system

The Authority was conveyed that the Access Control System and 153 CCTV installed in the SEEPZ SEZ by MIDC was stabilized and was working in Jan. 2016 and the same was maintained by them during the defect liability period. However before taking over the project from MIDC, it is seen that the CCTV cameras are not functional as on date.

Hence, after deliberation, the Authority held the view that MIDC may make the access control system and CCTV cameras functional and hand it over so that the AMC can be awarded to any agency.

Agenda Item no. 20 : Proposal for implementation of Energy Efficient appliances at SEEPZ SEZ

The Authority was briefed conveying that the proposal for implementation of the Energy Efficient Appliances was placed in the 34th Authority meeting held on 11.05.2018 and the Authority approved the proposal of Rs. 25.99 lacs for installation of LED lights as per the Govt. directives and repayment in 20 quarters with a payment of Rs. 1,74,826/- per quarter. However, as the same was not implemented, EESL submitted the revised estimate at cost of Rs. 59.40 lacs and repayment in 20 quarters with a payment of Rs. 2,14,023/- per quarter.

After deliberation, the Authority examined the proposal and held the view that proposal for implementation of Energy Efficient appliances may be expedited through M/s EESL @ revised cost of Rs. 29,41,610/- and repayment in 20 quarters with a payment of Rs. 2,14,023/- per quarter. Also may inform Ministry that SEEPZ Authority is implementing of the said project.

**Agenda Item no. 21 : Proposal for implementation of Solar Power Project by
MEDA and appointment of PMC @ 3% consultancy
Charges**

The Authority was briefed conveying that the proposal for implementation of the Solar Power Project was placed in the 34th Authority meeting held on 11.05.2018 and the Authority approved the implementation of the project from concept to commissioning by MEDA with PMC charges @ 1%. However, since MEDA had submitted the revised charges @ 3% consultancy charges and the scope of work the proposal was placed before the Authority.

After deliberation, the Authority examined the proposal and held the view that the present proposal of solar power plant is only for 5 MW and looking at the requirements at the Zone, the possibility of a 25 MW Power project may be explored, which may be implemented in co-ordination with MEDA @ 1% PMC consultancy charges only as approved in the 34th Authority meeting held on 11.05.2018.

**Table Agenda Item No. 1 : Proposal for hiring of new agency for Mechanized/
Manual cleaning work and housekeeping services for
SEEPZ Zone and Residential Complex for year 2019-20**

The Authority observed that the existing contract awarded to M/s. Hygiene Everywhere Solutions had expired and the office initiated the process of tendering for hiring new agency. The Applications thus received were scrutinized by the Committee after due evaluation by the Committee unanimously recommended/suggested the name of the new agency viz. M/s. Orient Services as per the technical specifications.

After deliberation, the Authority approved the contract awarded to the new agency for mechanized/manual cleaning work and housekeeping services for the SEEPZ Zone and Residential Complex for the year 2019-20 w.e.f. 01.11.2019 to 31.10.2020 to M/s. Orient Services @ Rs. 21,25,500/- per month.

Table Agenda Item No. 2 : Proposal for engaging executive for cyber crime

The Authority was briefed about the theft/leakages of the SEEPZ data from the system and the problems being faced on-line system and the reason for engaging the executive for avoiding such incidence in future and for administrative safety/security and for prevention of cyber crime which happened in the past.

After deliberation, the Authority noted the recruitment of the Executive @ Rs. 35,000/- per month. However, Authority felt that his services are no longer required and directed to give one month notice and terminate his services w.e.f. 01.12.2019.

Table Agenda Item No. 3 : Proposal for implementation of Exit Policy

The Authority was informed that the Modified Exit Policy approved in the 34th Authority meeting held on 11.05.2018 was sent to MOC&I for concurrence and subsequent reminders were sent on 15.07.2018 and 15.10.2018. However, no reply were received till date. Also the amendments in the SEZ Rules was sent to MOC&I and the reply of the same is also awaited. However, the Unit holders are pressing hard for amendment in the Exit Policy for generating employment, earning increased Net foreign exchange, and boost the exports of the Zone.

After deliberation, the Authority held the view that MOC&I may be informed that, the SEEPZ SEZ Authority is of the view to follow the modified Exit Policy already approved in the 34th Authority meeting held on 11.05.2018. There is no express provision in respect of the exit cases under Rule 74 of the SEZ Rules. The modalities for allowing exit, to be worked out and presented in next meeting of the Authority.

Table Agenda Item No. 4 : Proposal for procedure being followed for allotment of vacant space

The Authority was informed the procedure being followed w.r.t. Public Notice for inviting applications for allotment of vacant space. The Authority was intimated that 38 applications were received and the same are under scrutiny.

After deliberation, the Authority noted the tender floated for allotment of vacant space and desired that the results of the tender and the proposed allotment be brought before the Authority in its next meeting.

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

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


(C.P. Singh Chauhan)

Secretary/Jt. Development Commissioner,
SEEPZ SEZ Authority

