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SEEPZ SPECIAL ECONOMIC ZONE AUTHORITY
ANDHERI (E), MUMBAI – 400 096.

AGENDA FOR THE 4TH MEETING OF THE
SEEPZ SPECIAL ECONOMIC ZONE AUTHORITY
UNDER THE CHAIRMANSHIP OF
CHAIRPERSON, SEEPZ SEZ AUTHORITY

AT

OFFICE OF SEEPZ SPECIAL ECONOMIC ZONE AUTHORITY,
CONFERENCE HALL OF SEEPZ SERVICE CENTRE,
2ND FLOOR, ANDHERI (E), MUMBAI – 400 096.

ON 07TH DECEMBER, 2009 AT 11.30. A.M.

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Minutes of the 3rd Meeting of the SEEPZ-SEZ Authority held on 8th September, 2009 at 11.30 p.m. under the Chairmanship of Development Commissioner, SEEPZ-SEZ and Chairperson, SEEPZ-SEZ Authority.

- Present
1. Ms. Reshma Lakhani, : Member
Jt. Development commissioner,
SEEPZ-SEZ.
 2. Shri Amar Kothari, : Member
Managing Director
M/s. Inter Gold (I) Ltd.

- In Attendance:
1. Shri P.S. Raman,
Dy. Development Commissioner
SEEPZ-SEZ.
 2. Smt. M.J. Kukarni,
Asstt. Development Commissioner
SEEPZ-SEZ.

Agenda Item No.1 : Confirmation of the Minutes of the 2nd meeting held on 28.07.2009.

The Minutes were confirmed.

The Action Taken Report in respect of the decisions taken in the 2nd Meeting were also briefly discussed as follows:-

1. Proposal for handling over maintenance of individual buildings to respective unit Associations:

The Authority noted that the decision of the Authority has been communicated to both the Associations (SEEMA & SG&JMA) and in consultation with their Members the Association is expected to respond in the matter by 15th September, 2009.

2. Setting up of refinery unit in SEEPZ-SEZ.

The Authority noted that representative of M/s. Hoover & Strong is expected to visit SEEPZ to discuss the matter on 6th October, 2009.

3. Plans for waste/recycling in SEEPZ-SEZ.

The Authority noted that M/s Eco-Reco have submitted the proposal in this regard to SEEPZ Administration. The matter has to be taken forward by (1) examining the issue of space to be allotted to them (2) Analyzing implications for revenue to be generated by disposal.

4. Approval of the Disaster Management Plan of SEEPZ-SEZ

It was noted that the approval of Ministry has been sought for incurring the expenditure of Rs.13.05 lakhs for preparation of DMP by YASHADA, Pune and the same is awaited.

Agenda Item No.2 : Cleaning Contract.

The Authority noted that the existing cleaning contract expires on 12.9.2009 and the procedure for awarding Annual Contract for 2009-10 will take some time. Accordingly, the Authority approved the proposal for extending the existing cleaning contract for a period of three months from 13.9.2009 or till finalization of the new contract whichever is earlier.

Agenda Item No.3: Green SEZ

The Authority noted that Meeting was held on 04.09.2009 with Developers and Units and they have been asked to furnish their comments / views in respect of the draft Guidelines. In so far as SEEPZ-SEZ is concerned, the Authority was informed that the Sewerage Treatment Plant (STP) is expected to be commissioned in October, 2009. Further, arrangement for e-waste disposal through M/s. Eco-Réco (which has approval of Central Pollution Control Board (CPCB) as well as Maharashtra State Pollution Control Board (MPCB), is under consideration. The CII, Hyderabad have been requested to visit SEEPZ-SEZ and suggest measures, keeping in view the Green SEZ concept.

Agenda Item No.4: Printing of Brochures and Folders

The Authority noted that the existing brochure printed more than 4 years ago is fully exhausted and there is need for printing of new brochure and an information folder on SEEPZ-SEZ. The Authority was informed that quotations have been invited in this regard from reputed agency and the exact expenditure required to be incurred would be known only after receipt of the quotation. The Authority approved in-principle the proposal for printing of new brochure and folder.

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


Chairperson
SEEPZ SEZ Authority.

ACTION TAKEN REPORT

1. Cleaning contract :- The office had published the advertisement in the newspaper and the office is in the process of finalization of the same.

2. Green SEZ :- CII is in the process of studying the nature of waste materials generated in the Zone and in this regard information required by them has been furnished recently.

3. Printing of Brochures and folders :- The agency has completed the photography and is in the process of submitting the specimen copy of the brochures.

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**AGENDA FOR THE 4th MEETING OF THE SEEPZ SEZ AUTHORITY
SCHEDULED TO BE HELD ON 04th December, 2009 AT 11.30 A.M.**

- Expenditure towards Disaster management Plan (DMP)
- Additional manpower for Security – Approval of the selected Agency.
- Disposal of e-Waste
- Bio-Methanization Project.
- Solid Waste Management
- Annual Garbage Tender
- Setting up of a Refinery Project in SEEPZ-SEZ.
- Annual House Keeping Contract
- Building Facilitation Centre
- Major repairs of SDF-V , Gems & Jewellery Complex No.I & II.
- Transfer Policy for premises / plots within SEEPZ-SEZ

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Agenda for 4th Meeting of the SEEPZ-SEZ Authority scheduled to be held on 4.12.2009.

I. Expenditure towards Disaster management Plan (DMP)

M/s. YASHADA, Pune, a Government of Maharashtra Organization, was requested to prepare a DMP for SEEPZ-SEZ. In this regard, after preliminary visit to the Zone and detailed discussion, YASHADA had given an estimate of Rs.13.05 lakhs for preparation of DMP for SEEPZ-SEZ. Ministry's approval was sought for incurring the expenditure vide Zone Administration's letter dated 04.08.2009. In response to the same, Ministry vide their reply stated that the proposal may be re-submitted specifying that the expenditure would be incurred from the sanctioned budget estimate for SEEPZ-SEZ for the current financial year. Accordingly, revised proposal was submitted to the Ministry vide Zone Administration's letter dated 05.10.2009. However, approval is still awaited.

In the meanwhile, the SEZ Authority Rules have been notified by the Ministry on 11.11.2009. In terms of rule 7 of the SEZ Authority Rules, the expenditure of Rs.13.05 lakhs can be approved by the Chairperson. Accordingly, the Chairperson of the SEEPZ SEZ Authority has approved the expenditure of Rs.13.05 lakhs, to be met from the Authority fund, in terms of Rule 7 of the SEZ Authority Rules. The Ministry has also been kept informed accordingly, vide Zone Administration's letter dated 30.11.2009. An advance of Rs7.83 lakhs which constitutes 60% of the cost is to be released as per the Organization's request vide their letter dated 14.7.2009.

Submitted for information of the Authority.

II. Additional manpower for Security – Approval of the selected Agency.

As per approval granted by the Ministry, Zone Administration has hired the services of 29 private Security Guards to meet the immediate requirement of additional manpower. The additional requirement of manpower assessed is 90 Security Personnel and outsourcing of the same has been approved by the Authority in its meeting held on 28.07.09. Accordingly, the Zone Administration invited quotations and taken services of 29 Private Security Guards from M/s. Ganesh Security. The performance of this agency has not been satisfactory and therefore, the Zone Administration published tender notice in leading local newspapers specifying requisite conditions so that only well established agencies would participate in the tender. Based on the quotations received, M/s. Vindyachal Security Detective & Allied Services Pvt. Ltd. has been selected as the lowest bidder at a cost of Rs.85,77,360/- for 90 Security Guards including 6

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Supervisors. The agency has been asked to provide services of 30 Security Personnel w.e.f. 15.12.2009, in place of the existing agency, i.e. M/s. Ganesh Security.

III. Disposal of e-Waste

In the last meeting of the Authority, it was submitted for information of the Authority that the Zone Administration is in the process of examining disposal of e-waste through approved by on PCB / MPCB agencies by MPCB. M/s. Eco-Reco who are the only agency approved so far for disposal of e-waste has submitted their proposal either for establishing a e-waste shredding facility within the Zone or for carrying out e-waste shredding through their Mobile Van. Considering the space constraint in the SEEPZ, the Zone Administration has permitted them to carry out shredding of e-waste in their Mobile Van on a trial basis so as to assess whether they can be asked to pay for e-waste, which was forming part of the garbage tender in the past.

Submitted for information of the Authority.

IV. Bio-Methanization Project.

The Zone Administration has been examining the possibility of setting up of a Bio-Methanization Plant with the technical assistance of Dr. Kale of BARC so as to take care of the wet garbage disposal. It has been the experience in the past that wet garbage disposal has been a matter of concern at all times since any accumulation of the same adversely affects the up-keep of the Zone Complex. Setting up of the Bio-Methanization plant would take care of the disposal of wet garbage. In this regard, Expression of Interest was invited by publishing the proposal in the leading local newspapers and three parties who have BARC technology, have responded. These responses were analyzed by a Committee and the parties were asked to submit revised estimates taking into account the following:-

- (i) land required for setting up the Plant will be leased for a period of 30 years and the lease rent payable shall be @ Rs.70/- per sq.mt. per annum.
- (ii) the entrepreneur will claim the subsidy available under the MNRE Scheme and the remaining project cost would be invested by the entrepreneur.
- (iii) the project would be implemented on turn-key basis and the arrangement for payment of royalty or sharing of revenue with the Zone Administration would also be indicated in the revised proposal.

Submitted for information of the Authority.

V. Solid Waste Management

The Zone Administration has invited Expression of Interest for Solid Waste Management by publishing the related details in the leading local Newspapers on 1.12.2009. After discontinuation of the garbage removal arrangement through MIDC and separation of the wet and dry garbage, the Zone Administration has been inviting short tender for removal of dry garbage in the past few months. The last date for submission of Expression of Interest is 15.12.2009. Further progress in the matter will be submitted to the Authority in due course.

VI. Annual Garbage Tender

The Zone Administration was inviting annual tender till 2007 for removal of garbage including gutter waste and septic tank waste from the Zone Complex. In the year 2006-07, the work of garbage removal was assigned to the MIDC as a nodal agency. The MIDC invited annual tender for the year 2006-07 and 2008-09. The contractor discontinued the work before completion of the contract period, which caused considerable difficulties due to accumulation of garbage in the maintenance of up-keep of the complex. Subsequently, the Zone Administration decided to separate the wet garbage and arrangement for regular removal of wet garbage has been made with the BMC.

Apart from the dry garbage, gutter waste and common septic tank waste also are to be disposed. The septic tank waste and gutter waste contain particles of precious metal which passes through the dust form in the drain/sewer line. The tenderer gets the sample tested from the Government Mint and pays customs duty based on the presence of precious metal certified by the Government Mint.

It is proposed to invite annual tender for removal of dry garbage specifying that the contract can be discontinued with 45 days notice in case the Zone Administration decides to have in-house dry waste management arrangement.

Submitted for information of the Authority.

VII. Setting up of a Refinery Project in SEEPZ-SEZ.

It was brought to the notice of the Authority in its meeting held on 28.07.2009 that setting up of a Refinery facility in the Zone would be desirable take care of disposal of the septic tank waste. Further, such a Refinery would

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also be an added infrastructure for the Gems & Jewellery units for recovery of precious metal from sweepings/dust, etc. In this regard, the Managing Director of M/s. Hoover & Strong, USA visited SEEPZ and also held discussions with the office bearers of the SGJ&MA. As the project envisages substantial investment, M/s. Hoover & Strong stated that they would require permission for taking a sample of septic tank waste so that they can assess in their refinery the actual extent of presence of precious metal recoverable from the waste, based on which they would be in a position to assess whether setting up a refinery in SEEPZ by their investment would be viable or not. Accordingly, M/s. Hoover & Strong were permitted to take sample septic tank waste to their refinery subject to compliance of applicable Custom procedures vide Zone Administration's letter No. SEEPZ-SEZ/EMS/Refinery/199/09-10/12062 dated 18.11.2009. Further response from M/s. Hoover & Strong in this regard is awaited.

The Authority would be kept informed of further progress in the matter in due course.

VIII. Annual House Keeping Contract

The Zone Administration published in the leading local Newspapers tender notice inviting tenders under the two bid system i.e. Envelope-1 containing the terms and conditions and Envelope-2 containing the financial bid. Envelope-1 has been opened and the details are being scrutinized, based on which Envelope-2 will be opened on a specified date after giving intimation to concerned parties so that they can remain present if they so desire.

The Authority will be kept informed of the progress in the matter due course.

IX. Building Facilitation Centre

The MIDC has completed construction of the Business Facilitation Centre building and has also issued building completion certificate. The BFC building has various facilities such as ready constructed space for Restaurant, Conference Hall, Guest House, Gymnasium, Health Club, etc. The Zone Administration proposes to invite tender from reputed hospitality agencies for running these facilities based on tender notice published in newspapers. The format of Leave & Licence Agreement is being finalized in consultation with the Ministry of Law.

The Authority will be kept informed of the progress in the matter due course.

X. Major repairs of SDF-V , Gems & Jewellery Complex No.I & II.

The Gem & Jewellery Complex I & II buildings were constructed 20 years ago. Gems & Jewellery units are located in these buildings. Over the years, due to natural wear and tear, the condition of these buildings has become bad requiring urgent repairs, both internal and external. The MIDC has submitted estimate for the repairs as follows:-

- 1> SDF-V : Sp. Repairs – Rs. 1.89 Cr.
Renovation – Rs. 1.85 Cr.
- 2> Gems & Jewellery Complex-I : Sp. Repairs – Rs. 0.95 Cr.
Renovation – Rs. 1.91 Cr.
- 3> Gems & Jewellery Complex-II : Sp. Repairs - Rs. 1.58 Cr.
Renovation - Rs. 2.02 Cr

Finance for capital works from the ASIDE of the Ministry of Commerce & Industry would be available only for creation of new infrastructure and not for repairs. Therefore, the repair work of the above mentioned two buildings have to be done from Authority Fund.

The proposals may be discussed by the Authority.

XI. Transfer Policy for premises / plots within SEEPZ-SEZ

The Transfer Policy Guidelines are being reviewed to as to bring them in alignment with the SEZ Rules and the same was also discussed in the Approval Committee meeting held on 26.11.2009. The view held was that henceforth a specific condition may be specified in new LOA specifying that " on de-bonding of the project, the space allotted shall be surrendered back to SEEPZ Authority". In respect of existing units also, similar condition will be made applicable. A Public Notice is being issued in this regard to all units separately.

Submitted for information of the Authority.

XII. Requirement of staff for the Authority

In so far as the vacancies in the sanctioned posts in the Security wing are concerned, the present status is as follows:-

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1) ASO (Gr.I) (3 Posts)

These vacancies were advertised in the Employment News on 7 – 13 June, 2008 and out of six applications received, only two ex-servicemen candidates appeared for interview. After interview, both were short-listed. The notified Recruitment Rules for the post stipulates concurrence of UPSC in the event of filling up the post by ex-servicemen. Accordingly, the details of the two short-listed ex-servicemen candidates were communicated to the Ministry with a request to obtain concurrence of UPSC. Ministry has recently forwarded reply received from the UPSC which seeking submission of various information in the prescribed formats. The same is being compiled.

2) Head Security Guard (1 post)

As per the notified RR, the post is to be filled on promotion basis from the feeder grade of Sr. Security Guard possessing SSC educational qualification. However, the existing two incumbents in the cadre of Sr. Security Guards do not possess the minimum qualification of SSC prescribed in the RR. Therefore, it is necessary to amend the RR to provide for promotional channel from the cadre of Security Guards also providing for longer service qualification of 12 years regular service in the grade of Sr. Security Guard and possessing SSC qualification. Incumbents in the cadre of Security Guards possessing SSC qualification are available. Therefore, proposal in this regard is being submitted to the Ministry seeking amendment of existing RR.

3) Sr. Security Guard (1 post)

The meeting of the DPC is being held shortly to fill up the vacancy as per the notified RR.

4) Security Guard (2 posts)

As per relevant instruction, approval of Screening Committee is required for filling up direct recruitment vacancies. Security Guard, being a direct recruitment post, the Zone Administration is in the process of reporting these vacancies to Ministry seeking approval of the Screening Committee for filling up the same.

XII Other staff requirement of Authority

1) Manager (Estate)	:	1 post
2) Caretaker	:	1 "
3) Executive (Estate)	:	1 "
4) Chartered Accountant	:	1 "

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| 5) Executive (Accounts) | : | 1 " |
| 6) Manager (Public Relations & Marketing) | : | 1 " |
| 7) Stenographer | : | 1 " |
| 8) Helper | : | 2 Posts |

Rule 9 (4) of the SEZ Authority Rules prescribes as follows:-

"The Authority may engage agencies or employees on contract /outsourcing for discharge of its functions and the terms and conditions of such appointment shall be decided by the Authority and preference shall be given to outsource all works to the extent possible and only if outsourcing cannot be done as a principle, regular staff shall be appointed."

Submitted for consideration of the Authority.