

**MINUTES OF THE 21<sup>st</sup> MEETING OF THE SEEPZ SEZ AUTHORITY HELD ON 23<sup>rd</sup> APRIL, 2014 AT 4.00 PM UNDER THE CHAIRMANSHIP OF DEVELOPMENT COMMISSIONER, SEEPZ SEZ AND CHAIRPERSON, SEEPZ SEZ AUTHORITY.**

**The following were present:**

**Members**

- |                                                                                  |                             |
|----------------------------------------------------------------------------------|-----------------------------|
| 1) Shri P.S. Raman<br>Joint Development Commissioner                             |                             |
| 2) Shri. Abhay Doshi, (MD)-<br>M/s. Fineline Circuit Ltd.                        | Member Representative Trade |
| 3) Shri. Prem kumar L. Kothari, (CMD)-<br>M/s. Fine Jewellery Manufacturing Ltd. | Member Representative Trade |

**In Attendance:**

- 1) Smt. M.J. Kulkarni  
Astt. Development Commissioner

Minutes of the meeting held on 1<sup>st</sup> Nov, 2013 were confirmed.

**Agenda item No. I: Budget for the year 2014 - 15.**

**Decision: The Authority approved the Budget for the year 2014-15.**

**Agenda item No.II: Appointment of Internal Auditor of SEEPZ SEZ Authority for the F.Y. 2014-15.**

The Authority noted the appointment of M/s K. K. Naulakha & Co, a CAG empanelled CA firm, as Internal Auditor, for a period of one year from 01.04.2014.

**Decision: Authority ratified the appointment of Internal Auditor.**

**Agenda item No. III: Annual Account for the F. Y. 2012-13.**

**Decision: After detailed discussion, the Authority Approved the financial statement for the period of 2012-13.**

**Agenda item No. IV: Service Charges.**

The Authority noted that, at present, the Service Charge is Rs. 56/- per Sq. Mtr. per year with effect from 2011-12. The expenditure for the common services for the year 2013-14 have been as follows:-

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Expenditure	FY 2013-14 Amount( in Rs.)	FY 2014-15 Amount(in Rs.)	Remarks
Electricity Expenses		1,82,43,823.00	Actual Exp for FY 13-14-No Hike Required Actual Exp for FY 14-15  Actual Exp for FY 12-13- Rs.1952172 + 10% Hike  Actual Exp for 12-13 based on MIDC Statement + 10% Hike
House Keeping Expenses		3,85,00,000.00	
Security Services	21,47,389.20		
Fire brigade	36,51,674.40		
Total Expenditure for the F.Y. 2013-14	57,99,063.60		
Add: 10% hike ( for FY 2014-15)	5,79,906.36		
Total after 10% Hike		63,78,969.96	
Total Estimated expenditure for FY 14-15 (A)		6,31,22,792.96	
Total Area (in square metres) (B)		356308	
SC for the FY 2014-15 (A)/(B)		177.16	

The Authority noted that the proposal is to increase the service charge from present level of Rs. 56/- per sq. mtr. per year to Rs. 272.74/- on the basis of projected expenditure in 2014-15, and to charge service charges to allottees in SDF Buildings, MIDC Buildings (i.e. SDF- VII, Tower I & II of SEEPZ++ and Multistoried Buildings) as well as plots.

**Decision:** After detailed discussion of the subject, it was decided that the service charge be increased w.e.f 1.4.2014 on the basis of actual expenditure on common services incurred in 2013-14 plus 10% and actual contract amount for housekeeping for 2014-15. Accordingly, increase in service charge from Rs. 56/- sq. meter to Rs. 180/- per sq. mtr. P.a. w.e.f. 01.04.2014 was approved.

**Agenda item No. V: M&R Expenditure for the year 2011 - 12.**

It was noted that the MIDC has sought release of funds of Rs. 8.00 Crs based on the progressive expenditure statement furnished by them. A sum of Rs. 1.35 Crs. has already been released to the MIDC in respect of works completed and inspected, pertaining to the year 2011-12. The remaining amount to be released pertaining to the works completed in the same year is Rs. 6.65 Crs. It was also noted that the MIDC has submitted work completion certificate and inspection of these works has also been carried out.

**Decision:** As the Authority's approval has already been obtained in respect of estimate(s), this Agenda item was treated as withdrawn.

**Agenda Item No.-VI: Application of M/s. Fine Line Circuits Ltd., seeking waiver of penalty for delay execution Lease Deed.**

The Authority noted that the unit has sought waiver of penalty in delay of execution of sub lease agreement stating that the electronics hardware

has been granted special treatment by the Ministry of IT, Government of India, in terms of granting investment subsidy under MSIPS, considering the hardship faced by the hardware manufacturing sector. M/s. Fine Line Circuits is engaged in the hardware manufacturing activity.

**Decision:** The Authority noted that a penalty of Rs. 100 per sq. mtr. p.a. is for delay in execution of sub lease/ tenancy agreement. It was observed that it may not be desirable to grant any waiver or concession to any sector in general. Since hardware manufacturing is a priority sector, wherever genuine grounds exist for consideration, can be considered for waiver.

**Agenda Item No. - VII: Continuation of outsourcing of 14 Helpers and 4 Data Entry Operators: -**

It was noted that the proposal is for continuation of outsourcing arrangement of 17 helpers and 5 Data Entry Operators for the period upto 31<sup>st</sup> March, 2015.

**Decision:** The Authority approved the proposal for hiring / continuation of outsourcing of 17 helpers and 5 Data Entry Operators for the period upto 31<sup>st</sup> March, 2015.

**Agenda Item No.-VIII: Housekeeping Contract:-**

The Authority noted that the Zone Administration had floated tender for cleaning contract for the year 2014-15. The Competent Authority has accepted the tender for housekeeping work subject to terms and conditions stipulated in the tender notice dt. 06.10.2013. Accordingly M/s. BVG was awarded the housekeeping contract for **Rs. 3,85,29,961/-** to commence the work w.e.f. 04.02.2014.

**Decision:** The Authority ratified the housekeeping contract for the period 2014-15 awarded to M/S. BVG. It was directed that feedback on the performance of M/S. BVG may be taken from unit representatives quarterly. For this purpose, the trade Members said that the Associations (SGMA and SEEMA) will provide names of Administration Managers (12 persons from G & J Sector and 8 persons from Electronic sector) whose feedback can be obtained on quarterly basis.

**Agenda Item No-IX: Outsourcing of Legal Consultant: -**

It was noted that the Authority in its 18<sup>th</sup> Authority meeting held on 03.06.2013 extended the arrangement of outsourcing the services of Legal Consultant, Shri. R. Ashokan for a period 10.10.2014 on the same terms & conditions as mentioned in the letter dt. 30.05.2011. However, due to sudden demise of Shri. Ashokan, alternative arrangement became necessary. As an

the meanwhile, the Authority has published advertisement in local newspaper for empanelment of Counsels.

**Decision: The Authority noted the interim arrangement made i.e for taking Services of Shri Advait Sethna, Sr. Counsel in the panel of Law Ministry w.e.f. 10.01.2014 till regular arrangement is made.**

**Agenda Item No-X: Disaster Management Plan:**

The Authority noted that services of a Co-ordinator with necessary expertise in implementing of DMP is required for implementation of the DMP. Accordingly, this requirement was advertised in the newspaper. Based on the relevant experience, services of Cdr. Surinder Singh was outsourced as a Co-ordinator w.e.f 20/1/2014 at monthly compensation of Rs.72,000/-.

**Decision: The Authority ratified the appointment of Cdr. Surinder Singh as Co-ordinator for implementation of Disaster Management Plan.**

**Agenda Item No-XI: Requirement of outsourced services of a 3 Executive Assistant & 2 Legal Assistant in Estate section:**

It was noted that the proposal is for approval/continuation of outsourcing arrangement of 3 Executive Assistant & 2 Legal Assistant in Estate section for the period upto 31<sup>st</sup> march 2015.

**Decision: The Authority approved the proposal for hiring / continuation of outsourcing 3 Executive Assistant & 2 Legal Assistant in Estate section for the period upto 31<sup>st</sup> march 2015.**

**Agenda Item No-XII: Running of Gym.:-**

The Authority noted that the proposal for running the Gym by M/s .D.K. Hospitality was approved in the 9<sup>th</sup> meeting of the Authority held on 08.03.2011 and they were allotted an area admeasuring 230.83 sq. mtr. @ Rs. 22/- per sq. ft. per month as lease rent (i.e. 50% of the normal lease rent) for running gym facility on the 4<sup>th</sup> floor in the BFC Bldg on 08.06.2011. M/s .D.K. Hospitality vide letter dt. 25.01.2014 have stated that they want to discontinue the gym facility w.e.f. 31.03.2014 as they were incurring loss. In view of the above, Expression of Interest was invited by hosting the details in the website. M/s Big Boss have expressed their interest for setting up of fully equipped new gymnasium, steam, sauna, yoga, aerobics, zumba, power yoga in the premises. They have requested for a concessional rent of Rs. 6,00,000 per annum for 2 years and on achieving the breakeven point, they are ready to pay the normal rent thereafter.

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**Decision:** The Authority approved allotment of premises admeasuring 430 sq. mtrs. on concessional lease rent of Rs. 6.00 Lacs per annum for a period of one year and to be reviewed thereafter. It was directed that existing Equipments which are in serviceable condition may be transferred to the gym in the SEEPZ Staff Quarters and those Equipments which are not Serviceable can be listed and scraped for disposal.

**Agenda Item No-XIII: Outsourcing services of Liftmen:**

The Authority noted that considering the urgency, services of 32 liftmen have been outsourced at Rs. 8600/- p.m.

**Decision:** It was noted that earlier MIDC was given contract for maintenance of lift as well as for providing 32 liftmen. From 01.02.2014, contract to MIDC has been only for maintenance of lifts. Services of 32 liftmen has been outsourced by the Authority.

**Agenda Item No-XIV: Annual Maintenance Contract for operation Maintenance and allied service for STP in SEEPZ-SEZ**

The Authority noted that the estimated expenditure of Rs. 58,32,100/- for annual maintenance and allied service for STP in SEEPZ-SEZ for 2013-2014 has been approved, considering the urgency of the matter.

**Decision:** The Authority ratified the approval granted for annual maintenance and allied service for STP plan upto 2<sup>nd</sup> March, 2015.

**Agenda Item No.-XV : Waterproofing of SDF's in SEEPZ SEZ**

The Authority noted that the modified estimates submitted by MIDC for terrace waterproofing and exterior waterproofing of buildings are follows.

Sr. No.	Name of work	Total Amount (Gross)
1.	Providing waterproofing treatment over the terrace of Unit No. 13 to 16 and common passage of SDF-I Building (A wing)	Rs. 30,74,000/-
2.	Providing waterproofing treatment over terrace of Unit No. 46,47,62 and 63 for SDF-II Building	Rs. 23,55,200/-
3.	Providing waterproofing treatment to roof slab, external waterproof painting to SDF-VI Building in SEEPZ-SEZ premises.	Rs. 1,27,06,046/-
4.	Providing waterproofing treatment to roof slab, external waterproof painting to SDF-III Building	Rs. 1,79,02,328/-

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5.	Providing waterproofing treatment to roof slab, external waterproof painting to SDF-IV Building in SEEPZ-SEZ premises.	Rs. 1,33,77,525/-
<b>Total</b>		<b>Rs. 4,94,15,099/-</b>

The MIDC has made provision as follows in the said estimate:

- 1) Terrace waterproofing
- 2) External painting by Elastomeric water proof point
- 3) Replacement of damaged drainage pipes wherever necessary.
- 4) Restoration of external plaster, structural member wherever necessary.

It was noted that considering the urgency, approval was conveyed vide letter dated 26.03.2014.

**Decision:** The Authority ratified the estimated expenditure of Rs. 4,94,15,099/- for above mentioned work.

**Agenda Item No.-XVI: Repairs & restoration of structural members & external painting and terrace waterproofing of Service Centre building:**

The Authority noted the revised cost amounting to Rs. 54,02,541/- for repairs & restoration of structural members & external painting and terrace waterproofing of Service Centre building as follows :

Sr. No.	Particulars	Amounts
1	SEEPZ Approval vide letter No. SEEPZ-SEZ/EMS/M&R/28/09-10/5353, dt. 12.04.2012 & 6138	Rs. 41,34,50/-
2	Estimated cost put up to tender	Rs. 34,02,928/-
3	Accepted tender (28.00% Above)	Rs. 43,55,748/-
4	Cost of additional work	Rs. 2,17,826/-
5	Probable Final Cost of work	Rs. 45,73,574/-
6	Probable escalation @ 5% (Approx)	Rs. 22,8,679/-
7	Probable cost including escalation	Rs. 48,02,253/-
8	ADD 12.5% ETP charges	Rs. 6,00,282/-
9	Total probable cost of work including ETP charges and escalation charges	Rs. 54,02,535/-
10	Amount for which Revised approval of SEEPZ required	Rs. 54,02,541/-

It was noted that the office has granted approval to repairs of Service Centre Building, to amounting to Rs. 41,34,550/- and thereafter the MIDC has submitted revised approval for Rs. 54,02,541/- due to additional work i.e. decorative texture coating to SEEPZ service center building and considering urgency approval has been granted conveyed to the MIDC vide letter dt. 25/3/2014.

**Decision:** The Authority ratified the revised estimate of Rs. 54,02,541/- for repairs & restoration of structural members & external painting and terrace waterproofing of Service Centre building.

**Agenda Item No.-XVII: Solid waste disposal:-**

**Decision:** The Authority noted the streamlining of procedure for disposal of solid waste i.e.

- i. Collection of waste from premises by Stree Mukti Sanghatana, for dumping at the designated place in the zone; and
- ii. Monthly auction of the above waste by inviting tender.

**Agenda Item No.-XVIII : Out sourcing of Ex-serviceman security guard/ Supervisor.**

The Authority noted that based on the latest assessment of requirements, Tender notice was published in the Times of India, for outsourcing of Security Guards, Supervisors and accordingly G4S Security has been awarded the contract for providing the services of 83 Security Guards and 5 Supervisors @ Rs.30,002/- pm for Ex-serviceman Security Guard and Rs. 35,130/- pm for per Ex-servicemen Supervisor and Rs. 15,500/- for Civilian Security Guards. At present, it was noted that present deployment is 12 Civilian Security Guards, 71 Ex-serviceman Security Guards and 5 Ex-Servicemen Supervisors.

The annual expenditure for the outsourcing is approximately Rs.2,99,01,504/-

**Decision:** The Authority ratified the outsourcing of Ex-serviceman Security guard/ Supervisor/ Civilian Security Guards at annual expenditure of Rs. 2,99,01,504/-

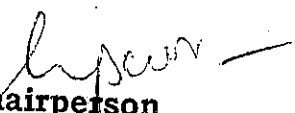
**Agenda Item No.-XIX: SUPPLIMENTARY AGENDA : Construction of New Tower near plot No A-I under ASIDE.**

The Authority noted that the proposal is for construction of new tower with an estimated cost of Rs. 23.40 Crores was taken up with the Ministry. A sum of Rs. 19.89 Crores has been sanctioned from the ASIDE and balance to

substantial time in construction, it was proposed to construct pre-engineered building. Accordingly, the MIDC has submitted the revised estimate for Rs. 51.45 Crores. The Ministry has been requested to grant the entire revised cost. It was also noted that the proposal is that in case the entire expenditure is not sanctioned from ASIDE, to meet the remaining expenditure from the Authority Fund (i.e. Estimated expenditure - ASIDE Grant)

**Decision:** The Authority noted that the revised estimate for construction of pre-engineered building is for Rs. 51.45 Crores. It was noted that out of the earlier estimated expenditure of Rs. 23.00 Crs, a sum of Rs. 19.89 Crores has been sanctioned from the ASIDE and the revised estimate has been submitted to the Ministry seeking sanction from the ASIDE. In case the total revised estimate expenditure of Rs 51.45 Crs. is not granted from ASIDE, it was decided that balance amount may be incurred from the Authority fund.

The Meeting ended with vote of Thanks to the Chair.

  
**Chairperson**  
**SEEPZ SEZ Authority**