

SEEPZ SPECIAL ECONOMIC ZONE AUTHORITY

ANDHERI (E), MUMBAI - 400 096.

AGENDA FOR THE 17TH MEETING OF THE
SEEPZ SPECIAL ECONOMIC ZONE AUTHORITY

VENUE :- CONFERENCE HALL OF SEEPZ SERVICE CENTRE,

2ND FLOOR, ANDHERI (E), MUMBAI - 400 096.

ON 16th JANUARY 2013 AT ^{3.30} 03.00 P.M.

Minutes of the 16th Meeting of the SEEPZ-SEZ Authority held on 28th August, 2012 at 11.30 a.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. S.S. Kumar : Nominee of Jt.
Under Secretary Secretary, MOC&I
3. Shri R.B. Sharma : Representative of
Dy. DGFT Zonal DGFT.
4. Shri Amar Kotari (MD), : Member
M/s. Inter Gold India Ltd.

In Attendance:

1. Shri P.S. Raman,
Secretary.
2. Smt. M.J. Kulkarni,
Manager (Estate)

Agenda Item No. 1: Confirmation of the Minutes of the 15th Meeting held on 06.06.2012.

The Minutes were confirmed.

I. Budget for the Year 2012-13: -

The Authority noted the Budget estimates for the current year 2012-13 and approved the same.

II. Continuation of tenure of Chartered Accountant for 2012-13: -

The Authority noted that the proposal is for continuation of the existing Chartered Accountant firm for maintenance and finalization of the accounts of the Authority for the current year 2012-13. It was also noted that the existing charges p.a. for the services of the Chartered Accountant firm is Rs. 3.06 Lakhs and the CA firm has requested for enhancement of charges to Rs. 4.50 Lakhs p.a.

Decision : After detailed discussion on the subject, the Authority approved the continuation of the services of the Chartered Accountant firm M/s. Kedia & Co. also for the current year i.e. upto 31.03.2013 as well as the enhancement of charges to Rs. 4.50 Lakhs for the current financial year 2012-13. It was directed that the scope of the work of the Chartered Accountant firm should be specified, which could broadly be financial planning, compliance of applicable Rules & Regulations etc. The Authority further directed that the advance tax applicable for the current year may be estimated and 75% of the same may be paid as advance income tax before 15.09.2012.

It was noted that a Committee comprising JDC/DDC/ADC (MJK), Executive Engineer, MIDC and two representative of each SDF's, inspected the building and submitted the report dated 25.07.2012 stating that additional work is required to be carried out for proper maintenance of these buildings.

Decisions: The authority approved the additional estimate of Rs. 58,99,450/- for SDF - I and Rs. 63,34,000/- for SDF - II under Authority Fund.

VII. Providing preparing concept design and drawing for landscaping, creation and maintenance of Green space in SEEPZ-SEZ premises: - The authority observed that it is not clear from the estimate of MIDC what exactly would be the scope of work. The representative of MIDC stated that the proposal for developing garden in the open area patchwise in such location where it has not been developed.

Decisions: The authority approved in principle the development of garden and directed the MIDC to submit the specific cost and details along with the scope of work for consideration.

VIII. Strengthening and repairing of over ground water storage tanks of SDF's and Gems and Jewellery Buildings and Service Centre Building in SEEPZ-SEZ: - It was noted that the proposal is for strengthening and repairing of over ground water storage tanks of SDF's and Gems and Jewellery Buildings and Service Centre Building in SEEPZ-SEZ, in order to prevent water leakage.

The MIDC representative stated that the estimate for the aforesaid works includes total 10 underground sumps viz. 6 underground sumps of SDF Bldgs. and 3 underground sumps for G&J buildings and 1 underground sump of SEEPZ Service Centre.

Decisions: The Authority deferred the proposal as MIDC was not able to clarify as to how they have arrived at the conclusion that there are leakages in the underground tanks and how can it be verified that the leakages have been attended to.

IX. Request for release of Rs. 3 Crores towards M & R works: - It was noted that the expenditure statement submitted by the MIDC as on 31.07.2012 indicates actual expenditure incurred of Rs. 235.39 lacs and has requested for release of Rs. 3.00 Crores.

Decisions: The Authority approved the proposal for release of Rs. 3.00 Crores from Authority Fund.

X. Outsourcing of Legal Services: - The Authority noted that the proposal is for continuation of Legal Services of Shri. Ashokan, Sr. Govt. Counsel, Group I is necessary for further period upto 10.10.2013 on the same terms & conditions as mentioned in the letter dt. 30.05.2011.

Present status of Action taken in respect of decision taken in the 16th

Meeting of SEEPZ-SEZ Authority held on 06.06.2012.

Agenda item	Action taken
Continuation of tenure of Chartered Accountant for 2012-13	Extension letter issued
Extension of tenure of service of Continuation of Accounts Clerk	Extension letter issued
Extension of tenure of Official Language Consultant	Extension letter issued
Continuation of outsourcing of Helpers & 2 Data Entry Operators	Letter 17.10.2012 issued to Prompt Personnel Consultancy Services Pvt. Ltd.
Additional sanction sought by the MIDC in respect of Special Repairs to SDF I & SDF II	Letter dt. 17.10.2012 issued to MIDC
Providing preparing concept design and drawing for landscaping, creation and maintenance of Green space in SEEPZ SEZ premises.	Letter dt. 17.10.2012 issued to MIDC
Strengthening and repairing of over ground water storage tanks of SDF's and Gems & Jewellery Bldg. and Service Centre Building in SEEPZ SEZ	Note issued to MIDC
Request for release of Rs. 3 Crores towards M & R works	Rs. 3 Crores has been released under Authority Fund 2012-13.
Outsourcing of Legal Services	Extension letter issued
Extension of tenure of Housekeeping Contract	Letter dt. 13.09.2012 issued to M/s. BVG India Ltd.

17th Meeting of the SEEPZ Authority to be held on 28th August, 2012.

List of Agenda Item :-

1. Continuation of tenure of Chartered Accountant for 2012-13.
2. Extension of tenure of service of Accounts Clerk.
3. Extension of tenure of Official Language Consultant.
4. Continuation of outsourcing of Helpers and 2 Data Entry Operators.
5. Extension of tenure of Electrical Supervisor.
6. Requirement of outsourced services of an Executive Assistant in Estate Section.
7. Requirement of outsourced services of fulltime Legal Consultant in Estate Section.
8. Implementation of DMP and regular monitoring.
9. Laying of gas pipeline to Canteens.

AGENDA FOR THE 17th MEETING OF THE SEEPZ SEZ AUTHORITY
SCHEDULED TO BE HELD AT 03.00 P.M. ON 16TH JANUARY, 2013.

- I. Continuation of tenure of Chartered Accountant for 2012-13:** - The proposal for continuation of tenure of Chartered Accountant for the period 31.03.2013 was approved in the 16th Authority Meeting held on 28.08.2013 with an enhancement in the existing charges from Rs. 3.06 lacs to Rs. 4.50 lacs p.a.

The proposal is for continuation of tenure of existing Chartered Accountant Firm for the period upto **31.03.2014 at the existing charges @ Rs. 4.50 lacs p.a.** Currently, Audit of the Accounts of the Authority by the CAG Auditors, for the year 2009-10 and 2010-11 is in progress. It would, therefore, be necessary that the existing Chartered Accountant is continued for furnishing requisite clarification during the Audit and also for compliance of their suggestions.

The proposal is submitted for consideration of the Authority.

- II. Extension of tenure of service of Accounts Clerk:** - The proposal for continuation of the tenure of service of continuation of the Accounts Clerk for the year 2012-13 was approved in the 16th Authority Meeting held on 28.08.12 with an enhancement of charges from Rs. 13,000/- p.m. to Rs. 15,000 p.m.

The proposal is for continuation of tenure of existing Accounts Clerk for the period upto **31.03.2014 at the existing charges @ Rs. 15,000/- p.a.** The continuation of the tenure of the existing Accounts clerk would be beneficial in terms of output as she has necessary experience in dealing with the work.

The proposal is submitted for consideration of the Authority.

- III. Extension of tenure of Official Language Consultant:** - The proposal for continuation of the tenure of service of the Official Language Consultant for the period 31.03.13 was approved in the 16th Authority Meeting held on 28.08.12. The Authority was also informed that there has been considerable improvement in the Official Language. The SEEPZ SEZ was recipient of 2nd prize at national level for implementation of official language for the year 2011-12.

The proposal is for continuation of the tenure of the Official Language Consultant for the period upto **31.03.2014.**

The proposal is submitted for consideration of the Authority.

- IV. Continuation of outsourcing of Helpers and 2 Data Entry Operators:** - The proposal for continuation of outsourcing arrangement of 14 helpers and 2 Data Entry Operators for the period 31.03.2013 was approved in the 16th Authority Meeting held on 28.08.2013 with an enhancement in the existing charges from Rs. Rs. 7,943/- to Rs. 8676/- per Helper & Rs. 9975/- to Rs. 10,662/- per Data Entry Operator.

The proposal is for continuation of outsourcing arrangement of 14 Helpers & 2 Data Entry Operator for the period upto **31.03.2014 at the existing charges @ Rs. 8676/- per Helper & Rs. 10,662/- per Data Entry Operator.**

The proposal is submitted for consideration of the Authority.

The proposal is for outsourcing the services of fulltime Legal Consultant initially for a period of 6 months and to be reviewed thereafter.

Submitted for consideration of the Authority.

VIII. Implementation of DMP and regular monitoring: The preparation of Disaster Management Plan for SEEPZ SEZ was assigned to YASHADA, Pune (A Govt. of Maharashtra organization) in April, 2009. As discussed with us the team headed by Col. Supanekar visited the site and YASHADA, has submitted proposal for plan implementation with regular monitoring till the system is made operational. The proposal include preparation of policy guidelines for mandatory compliance, formulation of the institutional framework, training of Zonal Committees, and monitoring functioning of institutional mechanism. They have stated that training of security would be conducted in 2 batches for 6 days and the training of Zonal Committee would be in 6 batches for 18 days. YASHADA has conveyed that handholding and monitoring implementation of the DBP would be for one year duration. The total estimated cost of the project would be approx. Rs. 20/- lacs and they have stated that 60% of the amount should be paid in advance.

The proposal submitted to the Authority for consideration.

IX. Laying of gas pipeline to Canteens : The Bio-methanization plant has been commissioned and the gas generation is expected to commenced shortly. The Zone Administration had requested the Canteens viz, M/s. ICH, M/s. Sun City & M/s. Kaydee Canteen to inform as to whether they are interested in receiving supply of gas from the plant and also submit their requirement. This office has received request from Sun City with a requirement of laying a pipeline of approx. 1500 mtr. Indian Coffee House has given their requirement of 11 commercial gas cylinders per day. However, M/s. Kaydee Canteen has not submitted their requirement.

For laying pipeline, the estimate has been received from three bidders and the details are as follows :-

Sr. No.	Name of the Bidder	Amount (Rs.)	Delivery	Payment terms
1	M/s. Kepro Instruments	58,41,675/-	4-5 weeks	Advance-35% and balance for delivery
2	M/s. Sun Tekserve	64,04,165/-	7-8 weeks	For material-50% advance, 40% against invoice bill & balance 10% after work completion
3	M/s. Baldota Instrument	53,43,900/-	4-6 weeks	For material-40% advance, 50% against delivery & balance 10% after work completion

The aforesaid estimate envisages laying pipeline from Bio-methanization plant to ICH which is the nearest to the plant and to Sun City of approx. 1800 mtrs. (approx. pipeline length - 1400 + 400 = 1800 mtr.) with the material supply & labour/ for piping

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**SUPPLEMENTARY AGENDA FOR THE 17TH MEETING OF THE
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**VENUE :- CONFERENCE HALL OF SEEPZ SERVICE CENTRE,
2ND FLOOR, ANDHERI (E), MUMBAI – 400 096.**

ON 26th FEBRUARY, 2013 AT 3.30 P.M.

17th Meeting of the SEEPZ Authority to be held on 26th February, 2013.

List of Agenda item

1. Creation of single window facility at Ground Floor of Service Centre Building at SEEPZ SEZ premises.
2. STP, Water recycling system alongwith rain water harvesting in SEEPZ SEZ
3. Annual Maintenance of 2 Nos. of Lifts in BFC building.
4. Release of additional cost towards construction of internal roads and providing lane marking, pedestrian crossing on CC road approved under ASIDE Scheme.
5. Revised Financial Statement of Authority for 2009-10.

SUPPLEMENTARY AGENDA FOR THE 17th MEETING OF THE SEEPZ SEZ AUTHORITY SCHEDULED TO BE HELD AT 03.30 P.M. ON 26TH FEBRUARY, 2013.

I: Creation of single window facility at Ground floor of Service Centre Building at SEEPZ-SEZ premises.

The proposal for providing proper working place for various Government Agencies and Labour Section on the ground floor was placed in the Approval Committee Meeting held on 06.06.2012. The Minutes of the meeting is reproduced below:-

"XII: Creation of single window facility at Ground floor of Service Centre Building at SEEPZ-SEZ premises.

It was noted that the proposal is for providing proper working place for various Government Agencies and Labour Section on the ground floor. It was observed that the repair of Auditorium may be further examined vis-a vis the need for office space for day-to-day working.

Decision: The Authority approved estimate of Rs. 85,14,850/- for providing the following facilities:-

- (i) Reception Counter
- (ii) Counter for initial scrutiny of documents.
- (iii) SEZ online helpdesk and kiosk
- (iv) Office space for various government agencies and service providers."

MIDC, vide letter dated 09.11.12 submitted new plan duly modified in consultation with DC and the Architect. However, MIDC was informed to submit revised plan taking into consideration the Auditorium space.

On inspection of the Service Centre Bldg. and the Auditorium space at Ground Floor on 12.12.2012, it was desired that the entire ground floor of Service Centre Bldg. be renovated including Auditorium space for creation of additional seating capacity of staff with central A.C. system. The additional area of auditorium is approx. 180.00 sq. m.

The revised estimate now, therefore, covers an area of 540 sq. m. with centralized A.C. The revised estimate due to increase in area and additional work of centralized A.C works out as follows:-

Estimate for total ground floor area including Auditorium area of 540 sq. m	Rs. 1,27,72,300.00
Cost for centralized A.C. (Rs. 40,000.00 X 30 tones)	Rs. 12,00,000.00
Total revised cost	Rs. 1,39,72,300.00(G)
Approval conveyed vide letter dated 25.06.2012	Rs. 85,14,850.00
Revised additional amount	Rs. 54,57,450.00

The proposal is submitted for consideration of the Authority.

2. STP, Water recycling system alongwith rain water harvesting in SEEPZ SEZ

The STP work in SEEPZ SEZ was completed and handed over to SEEPZ Authority in December, 2009. The same was being operated by M/s. Kulkarni & Co. under maintenance guarantee clause, which was upto 4.12.2011. It was decided in the meeting held with Jt. D.C. that MIDC may carry out its operation and maintenance for further period. They, submitted gross estimates of Rs. 45,00,200/- (@ Rs. 3,75,016.66 p.m.).

The proposal was submitted to the 13th SEEPZ Authority Meeting held on 10.02.2012 observed that the estimates need to be examined and it was directed that the estimates may be examined further by a Committee comprising of DDC, PAO and E.M. in consultation with the Ex./Dy. Engineer, MIDC and to submit views.

The matter was discussed with the D.C. on 15.02.2012 and the proposal was again submitted to the 14th Authority meeting held on 28.03.2012 and noted that the repairs are of essential nature and approved the estimates of Rs. 45,00,200/- (G).

The proposal was conveyed to MIDC vide letter dated 12.04.2012.

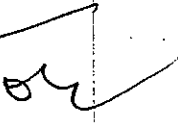
Since the proposal sent by MIDC on 18.11.2011 for maintenance of STP plant from 5.12.2011 (after the defect liability period which ended on 4.12.2011) was approved only in April, 2012, the maintenance of STP plant was not finalised by August, 2012. Finalisation of tender for annual maintenance has been done for the period 23.10.2012 to 22.10.2013 with an estimated cost of Rs. 31,65,000/-.

MIDC on 13.09.2012 submitted bill for AMC of STP for the month of December, 2011 to August, 2012 (9 months, the intervening period from the defect liability period, 5.12.2011 to the date of finalisation of AMC, i.e. 22.10.2012) @ Rs. 54,500/- p.m. totalling to Rs. 4,90,500/-, based on the amount paid by Kulkarni constructions during the defect liability period.

As the works were not carried out as per the estimates and kept to the bare minimum, engaged minimum work force and carried out minimal maintenance to maintain the mechanical installation in STP to avoid corrosion and further heavy financial burden on SEEPZ Authority to revive the plant, the amount has become less.

The proposal is for release of payment of AMC for STP for the intervening period of 9 months for the month of December, 2011 to August, 2012 for Rs. 4,90,500/-.

The proposal is submitted for consideration of the Authority.



3. Annual Maintenance of 2 Nos. of Lifts in BFC building.

MIDC has been handed over to SEEPZ Authority on 28.7.2009 and M/s. Kulkarni Constructions carried out maintenance of bldg. till completion of defect liability period, i.e. upto 28.07.2011. The SEEPZ Authorities in their various meetings told that MIDC may carry out the works till agencies for the work is finalised by tender procedure.

MIDC vide letter dated 21.11.2011 submitted estimate of Rs. 1,21,808.00/- p.a. for AMC for Kone make lifts at BFC Building @ Rs. 60,904.35 per lift p.a.

The proposal was submitted to the 13th SEEPZ Authority Meeting held on 10.02.2012 wherein it was directed to obtain estimate for maintenance of the two lifts from the manufacturer M/s. Kone Elevators.

MIDC vide letter dated 17.02.2012 submitted a modified AMC for kone make lifts at @ Rs. 1,21,808/- p.a. (@ Rs. 60904 per lift p.a.)

The proposal of AMC for lifts was submitted alongwith other estimates to the 14th Authority meeting held on 28.03.2012 and the Authority approved the proposal.

Since the proposal sent by MIDC was not finalised by August, 2012, the agencies were also not ready to execute the works in the absence of work agreement and payment schedules. MIDC, therefore, asked Kone Elevators to only maintain the electrical and mechanical work to keep the lifts in working condition till finalisation of AMC. M/s. Kone looked after the maintenance of the lifts and also carried out some repairs/replacement of CPU Cards/ Expansion cards, transformer, door module, door motor and Car top CCB) and submitted the bill for the period from 28.07.2011 to 31.08.2012 amounting to Rs. 1,80,315/- for the two lifts. The actual cost is, therefore, more than the estimate as M/s. Kone also carried out repairs/replacement. The finalisation of tender for AMC has been done for the period 9.10.2012 to 8.10.2013 with M/s. Kone Elevator @ Rs. 1,21,809/- for the two lifts.

The proposal is for release of payment of AMC for the two lifts in BFC building for payment of Rs. 1,80,315/- to Kone Elevators for the period of 28.07.2011 to 31.08.2012 (13 months intervening period from the defect liability period to the finalisation of AMC).

The proposal is submitted for consideration of the Authority.

4. Release of additional cost towards construction of internal roads and providing lane marking, pedestrian crossing on CC road approved under ASIDE Scheme.

Ministry vide letter dt. 25.02.10 approved the proposal for construction of internal roads and providing lane marking, pedestrian crossing on CC road under ASIDE scheme for Rs. 103.05/- lacs and the fund was released to MJDC for implementation of the project. However the additional cost towards establishment, project implementation, supervision and monitoring charges to be met from the Authority Fund

The Empowered Committee in its meeting held on 20.01.11 stated that as per ASIDE guidelines, no cost towards establishment, project implementation, supervision and monitoring charges is payable under ASIDE and no additional cost and the agency charges would be considered under ASIDE assistance. Hence the cost to be borne by the respective agency/SEZ authority henceforth

The work was assigned to M/s. S.N. Thakkar construction and is completed. The total expenditure incurred in the project is Rs. 121.81 lacs. MIDC had requested to release the differential amount of Rs. 18.76 lacs. (Rs. 121.81 - 103.05 = 18.76 lacs).

As the total cost has increased to Rs. 121.81 lacs, the proposal is placed before the Authority for approval of release of differential amount of Rs. 18.76 lacs to MIDC.

OK

The proposal is submitted for consideration of the Authority.

5. Revised Financial Statement of Authority for 2009-10.

The Authority Accounts for the year 2009-10 and 2010-11 were submitted to the Audit for certification. The Audit after scrutiny observed that the financial statements need certain revision in order to appropriately reflect the operations of the Authority. Further, the Audit suggested that explanatory note may be given wherever necessary. The Chartered Accountant has accordingly revised the statements, a copy of which is attached as Annexure-A.

Approval of the Authority is solicited in respect of the revised statement attached for 2009-10. After approval by Authority, the Annual Accounts for 2009-10 will be re-submitted to Audit for further scrutiny and certification.

OK
