

SEEPZ SPECIAL ECONOMIC ZONE AUTHORITY

ANDHERI (E), MUMBAI – 400 096.

**AGENDA FOR THE 26TH MEETING OF THE
SEEPZ SPECIAL ECONOMIC ZONE AUTHORITY**

**VENUE :- CONFERENCE HALL OF SEEPZ SERVICE CENTRE,
2ND FLOOR, ANDHERI (E), MUMBAI – 400 096.**

17th August, 2015 AT 11.30 A.M.

Present status of Action taken in respect of decision taken in 25th meeting of SEEPZ SEZ Authority held on 13th April, 2015 at 11.30 AM

Agenda Item	Action taken
Gate Pass will be delivered only after receipt of the payments:	Approved
Budget for the year 2015 - 16.	Approved
12% interest will be charged on outstanding of Lease rent, Service Charge and BMC charges	Approved and interest is charged on Service Charge, BMC and Lease Rent
Rent Revision for the Financial Year 2015-16	Approved and issue the circular to units Circular no. 25 dated 14 th July, 2015
Charges for issue of Gate Passes and Misuse of 1 day gate passes:	Approved
Strengthening and Repairs to SDF- IV Building in SEEPZ-SEZ premises	Approved
Appointment of Disaster Management Advisor	Approved and Extended the contract for 1 year
Disposal of Investment Powder	Advertisement was hosted on the website
Addition and alteration to the Gate No. I:	Approved
Extension of G4S Security Contract for further period of one year w.e.f. 12.01.2015	Approved the contact for further 1 year

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AGENDA FOR THE 26th MEETING OF THE SEEPZ SEZ AUTHORITY
SCHEDULED TO BE HELD AT 11.30 A.M. ON 17th August, 2015.

List of Agenda:

- 1) Concession of Dental clinic facility
- 2) Concession of lease rent to ICH
- 3) Annual Account for the F. Y. 2014-15
- 4) Extension of contract of PCI for further period of one year
- 5) Concession of M/s. Big-Boss
- 6) Quarter's allotment Rule
- 7) MOU with M/s. Stree Mukhti for Crèche
- 8) MOU with M/s. Vasundhara for Solid Waste
- 9) Extension of contract of M/s. BVG
- 10) Renewal of Legal Advisor Contract
- 11) Monthly Lease rent in advance
- 12) Constitution of a Committee for AMC and Minor M&R work

Agenda No. I: Concession of Dental clinic facility

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Dr. Vivek Khanna with reference to allotment letter no. SEEPZ-SEZ/EMS/EC/211/10-11 dt. 29th September, 2014 has requested for 50% concession on the rent for the period of 2014-15 and has stated that he is providing discounted services to SEEPZ employees and in addition he has to bear the expenses for the taxes of electricity, water, new additional dental equipments etc. Again, Dr. Vivek Khanna has requested to extend the concession upto 5 years i.e. 1st December, 2015 to 31st December, 2020.

In this connection, it may be mentioned that, Dr. Vivek Khanna was allotted 720 sq. ft. of space in BFC w.e.f. 29th October, 2014. The rent applicable to the BFC bldg is @ of Rs. 44/- per sq. ft. p.m. plus service charges @ Rs. 180 sq. mtr. p.a.

The request of Dr. Vivek Khanna seeking rent concession as above is submitted for consideration of the Authority.

Agenda No. II: Concession of lease rent to ICH to Indian Coffee Workers' Co-op. Society Ltd.

In the 25th Authority meeting it was decided that, the rent shall be charged at the rate of Rs. 500 per sq. mtr. pa. to the ICH.

We have received the letter from The Indian Coffee Workers' Co-op. Society Ltd. dt. 29th June, 2015 regarding increase in the lease rent with effect from 01.04.2015. This request is for decrease the lease rent of ICH

They have mentioned that, the workers Co-op. society registered with the Government of Maharashtra vide Registration No. p-4370 of 1958. All the rules and regulations prescribed by the Government are being followed by them. They have also mentioned that, they started their operations in SEEPZ in the year 1979. Since then till last year they have been paying a lease rent of Rs.1/- per month. Now the lease rent has been increased to Rs.500/- per sq. mtr. they shall not be able to bear this increased lease rent comes to Rs. 14,02,000.00 per annum. Furthermore, the Coffee House is

presently running on loss and they incurred a loss of Rs.12,50,884.07 132 during last year.

Submitted for consideration of Authority.

Agenda item No. III : Annual Account for the F. Y. 2014-15.

Approval for financial statement of the Authority for the F.Y. 2014-15

The Annual Financial Statements of the Authority for the F. Y. 2014-15 is submitted for consideration and approval of the Authority.

Agenda: IV: Extension of contract of PCI for further period of one year

Vide Office letter no. SEEPZ-SEZ/EMS/MISC/2007-08/7710 dated 18th June, 2015 the contract period approved in respect of M/s. PCI for one year and for temporary arrangement the same has been extended for one month i.e from 16th July, 2015 to 15th August, 2015.

As their services were satisfactory, we may consider their services with same terms and conditions and rate w.e.f. 16.08.2016 for 1 year.

Submitted for consideration of Authority.

Agenda: V: Concession of M/s. Big-Boss

In the 25th Meeting of SEEPZ SEZ, AUTHORITY, it was approved that rent concession to be extended upto 50% w.e.f. 08.06.2014, with said terms and conditions.

The Gym management stated that as regards the rent against the property utilization for the gym at 4th floor, BFC bldg., they are paying concessional rent of Rs. 6 lacs per annum for a period of one year.

Further M/s. Big Boss states their business is running on loss having members only upto 30% of the total handling capacity for which they had installed all infrastructure. They are providing the health and gym services at the most lowest and reasonable prices in suburb to promote health awareness and fitness amongst the citizens.

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They have stated that as result of the above their breakeven year is shifted and still unpredictable with the current business trend and financials that the gym is handling. They also request to kindly allow the exemption in increase of rent for further year.

The request of M/s. Big Boss seeking rent concession as above is submitted for consideration of the Authority.

Agenda: VI: Quarter's allotment Rule

These Rules may be called as "Allotment Rules of Accommodation in SEEPZ -SEZ Residential Complex, Mumbai, 2015."

It shall come into force with effect from 1st August, 2015.

The copy of Quarter Rule is attached herewith.

Submitted for consideration of Authority.

Agenda: VII: MOU for M/s. Stree Mukhti for Crèche

The MOU has been entered between SEEPZ SPECIAL ECONOMIC ZONE, AUTHORITY - MANAGER ESTATE and M/s. STREE MUKTI SANGHATANA on day 5th June, 2015, in pursuance to that advance payment Rs. 1,50,000/- has been given to them which will be reserved with the SMS. The SMS shall submit the bill of their monthly expenditure on or before the 15th day of each month and the Authority shall release the monthly payment within 7 days from the date of receipt of bill.

Submitted for consideration of Authority.

Agenda: VIII : MOU ^{with} for M/s. Vasundhara for Solid Waste

The MOU has been entered between SEEPZ SPECIAL ECONOMIC ZONE, AUTHORITY - MANAGER ESTATE and M/s. VASUNDHARA GHANAKACHRA SEVA SAHAKARI SANSTHA LTD on date 5th June, 2015, in case the waste is not collected from the units for any reason such as due to failure of vehicles, non reporting of driver or labour, except in cases of natural calamities, the Vasundhara shall pay the penalty of Rs. 1,000/- for

each failure. In addition to that, the pay for such vehicle, driver or labour shall also not be paid for such period.

The copy of MOU is attached herewith.

Submitted for consideration of Authority.

Agenda IX: Extension of contract of M/s. BVG

In Authority Meeting of 24th Agenda, extension has been given to M/s. BVG only for 3 month i.e. from February, 2015 to April, 2015 after that there was no extension given to M/s. BVG. However, the procedure of floating the tender of Mechanized Cleaning is in process and it will take ~~the~~ ^{some} time.

Therefore we may consider the contract of M/s. BVG may be extended for the further period of six months i.e. from 1st May, 2015 to 31st October, 2015 on the existing terms and conditions.

Submitted for consideration of Authority.

Agenda Item No-X : Renewal of Legal Advisor Contract

The appointment on outsourced basis of Dr. Kaushik as Legal Advisor for one year w.e.f 26-8-2014 @ Rs. 69,060/- per month.

As regards renewal of the contract for a further period, the same was under process and the following proposals are submitted.

The contract was valid from 15.09.2014 to 15.08.2015 a period of 11 months. ^{He has requested} ~~With~~ ^{his} requesting that ~~their~~ ^{his} conveyance should be doubled since ~~they~~ ^{he is} are receiving Rs. 1500/- p.m. as conveyance allowance and remuneration @ Rs. 69,060/- PM. ^{at present} ~~His services may be extended for~~ ^{his services may be extended for} a period of 11 months ~~effective from 16.8.2015 to 15.8.2016.~~

Submitted for consideration and approval of the Authority.

He has requested 0 at present he is his services may be extended for further period of 11 mths w.e.f 16.8

Agenda Item No-XI: Monthly Lease rent in advance

The SEEPZ Administration taken decision that the lease rent will be paid on advance basis. ^{has} ~~Otherwise,~~ ^{has been} interest will be charged ~~to~~ ^{made applicable and} units on monthly basis.

Submitted for consideration of the Authority.

Agenda Item No-XII: Constitution of a Committee for AMC and Minor M&R work

The work of supervision could be outsourced to independent reputed agency, who will not only device procedure and conditions for calling tenders but also will supervise the quality of work. In pursuance of the proposal and suggestions, it was decided that a committee should be constituted to achieve the objective of quality maintenance and development work at fast pace. The committee will assist the requirement of development/maintenance work, will call the tenders/Quotations for such work which could be easily supervised. It was also decided that initially committee could take the work from Architect or contractors whose rates have already been accepted by MIDC after following tenders/Quotations procedures.

The committee could also call tenders wherever its possible to supervise the work that is where there is no requirement of technical expertise. It was also decided that Deputy Engineer ~~by~~ MIDC may be adopted as the member of this committee.

Development Commissioner may kindly like to nominate the members for the committee for the special purpose, who may undertake all works of maintenance and development work either by itself or through the competent outsourced agency, by way of tenders or through the contractors already approved by MIDC after floating the tenders.

Submitted for consideration and approval of the Authority.

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ANNEXUE - 3

A Administrative Expenses

Sr No.	Operating Expenditure (Rs. In Lakhs)	Budget 2014-15	Actual 2014-15	Budget 2015-16	Reasons
1	House Keeping	385.00	385.30	385.00	Based on actual for the Previous year
2	Outsourcing Service of security guards	300.00	219.24	220.00	Based on new contract.
3	Electricity Charges	200.00	185.61	214.00	Based on actual expenses of previous year
4	Legal & Proff Fees	8.00	6.30	7.00	Estimated
5	Water charges	45.00	36.27	42.00	Estimated
6	Property Taxes (BMC)	100.00	-	-	Current Liability
7	Advertisement & Publicity	10.00	1.03	1.00	Estimated/ Projected
8	Stationery	15.00	14.92	18.00	Estimated/ Projected
9	C.A.,s remuneration	12.00	8.95	11.00	Estimated/ Projected
10	Outsourcing services	35.00	67.42	81.00	Estimated/ Projected
11	Salary of Authority Staff.	30.00	-	-	Estimated/ Projected
12	Hiring of Vehicles	15.00	15.79	18.00	Estimated/ Projected
13	Refund of security deposit	25.00	-	-	deposit refund which was recd last year
14	Misc Expenditure	50.00	53.23	64.00	Estimated-MIDC Lease Rent, Office Exp etc
15	Travelling and conveyance expenses	5.00	0.38	1.00	Estimated
	Total A	1,235.00	994.45	1,062.00	

C	AURTHORITY FUND	Budget 2014-15	Remarks
	Annual Maintenance for the high mast, street light and electrical installations in the SEEPZ - SEZ premises and colony premises.	46.11	Estimates provided by MIDC
	Providing and erecting ARD system and AMC (Comprehensive) of the lifts of SHW (J) Building in SEEPZ - SEZ premises.	23.50	Estimates provided by MIDC
	Comprehensive AMC for KONE Make lift at BFC Building.	3.51	Estimates provided by MIDC
	Providing services for maintenance of SEEPZ Quarters S.D.F. Buildings, S. C. Building and water supply scheme at SEEPZ - SEZ.	10.70	Estimates provided by MIDC
	Annual Maintenance Contract of A C machine at Service Centre and BFC Building, SEEPZ - SEZ.	7.10	Estimates provided by MIDC
	Annual maintenance contract for operation, maintenance and allied services for STP in SEEPZ - SEZ.	45.51	Estimates provided by MIDC
	Yearly maintenance and allied civil repair at SEEPZ - SEZ premises.	27.55	Estimates provided by MIDC
	Annual Maintenance of D G operation, fire fighting system in BFC Building in SEEPZ - SEZ.	12.48	Estimates provided by MIDC
	Development of garden of lakeside strip along main road in SEEPZ - SEZ premises.	21.85	Estimates provided by MIDC
	Repairs to fire fighting system in S.D.F. I to VI in SEEPZ premises.	8.39	Estimates provided by MIDC
	Repairs to 'A 1', 'A 2', 'B 1', 'B 2' and 'B 3' Building and allied civil works at SEEPZ staff colony premises.	58.80	Estimates provided by MIDC
	Providing chequered tiles MS gate and painting to compound wall of 'D 2 Bungalow' in SEEPZ staff quarters premises.	13.99	Estimates provided by MIDC
	Repairs to footpath and protection of gutter by CC covers and other allied works at GJ II and III.	11.87	Estimates provided by MIDC
	Repairs to external and internal walls and other allied works at SDF VI in SEEPZ premises.	63.82	Estimates provided by MIDC
	Remolding and refurbishing of Conference Hall at SEEPZ Service Center.	98.39	Estimates provided by MIDC
	Repairs to SDF I in SEEPZ premises.	140.36	Estimates provided by MIDC
	Providing painting to 'C 1 Bungalow' in SEEPZ premises.	0.52	Estimates provided by MIDC
	Repairs to SDF III in SEEPZ premises.	205.11	Estimates provided by MIDC
	Painting work of SEEPZ post office on the ground floor of SEEPZ Service Center Building.	0.58	Estimates provided by MIDC
	Repairs to SDF Building No. IV.	152.00	Estimates provided by MIDC
	Repairs to SDF Building No. III.	160.00	Estimates provided by MIDC
	Repairs to SDF Building No. V.	40.00	Estimates provided by MIDC
	Repairs to drainage pipe line in colony premises. (Lump sum provision)	15.00	Estimates provided by MIDC
	Providing new access to Suncity Hotel in SEEPZ - SEZ premises.	10.00	Estimates provided by MIDC
	Miscellaneous works/ expenditure.	20.00	Estimates provided by MIDC
	TOTAL	1,196.14	

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Programme of Capital Works (In lacs)

Sr no.	Particulars	2015-16	Reasons
1	Replacing changing room and repairs to main doors, gates at Gate No. I and III.	3.47	Estimates provided by MIDC
2	Carrying out structural audit of S.D.F. Building No. I and S.D.F. VI and GJ Complex III in SEEPZ - SEZ.	35.37	Estimates provided by MIDC
3	Structural audit of SEEPZ staff quarters 'A Type' and 'B Type' Buildings.	6.71	Estimates provided by MIDC
4	Supplying and erecting perforated and ladder tray to SDF and G & J Building in SEEPZ - SEZ premises.	392.85	Estimates provided by MIDC
5	Providing Emergency Operation Centre (EOC) on the ground floor of SEEPZ Service Centre Building.	4.69	Estimates provided by MIDC
6	Waterproofing of S.D.F.'s in SEEPZ - SEZ.	494.15	Estimates provided by MIDC
7	Replacing damaged barbed wire fencing on periphery compound wall at SEEPZ .	745.38	Estimates provided by MIDC
8	Raising height construction of RCC compound wall with wire by dismantling existing BB masonry wall for strengthening security of SEEPZ premises behind G & J Complex No. II and III.	536.38	Estimates provided by MIDC
9	Construction of security cabin and canopy for Gate No. II at SEEPZ - SEZ premises.	383.89	Estimates provided by MIDC
10	Construction of 1st and 2nd floor of Creche, wellness clinic and wholesale price shop near SDF II Building in SEEPZ - SEZ premises.	384.61	Estimates provided by MIDC
11	Resurfacing of existing asphalt road in SEEPZ - SEZ premises.	203.14	Estimates provided by MIDC
12	Addition and alteration of Gate No. I in SEEPZ - SEZ premises.	99.61	Estimates provided by MIDC
13	Development of colony premises with hard/ soft landscaping [Architect/ Consultant + work (Lump sum provision)].	35.00	Estimates provided by MIDC
14	Construction of residential tower in SEEPZ staff colony premises.	35.00	Estimates provided by MIDC
15	Construction of new SDF Building in SEEPZ - SEZ premises.	50.00	Estimates provided by MIDC
16	Construction of tower building on CWC Plot in SEEPZ premises.	50.00	Estimates provided by MIDC
	TOTAL	3460.25	

Annexure A
dated on 27/5/2013 540

GUIDELINES & PROCEDURE FOR EXIT FROM SEEPZ SEZ FOR UNITS LOCATED IN SDF-VII, TOWERS I & II OF SEEPZ++, MULTISTORIED BUILDING (ALLOTTED TO UNITS BY RECOVERING COST) AND SELF-BUILT FACTORIES ON PLOTS IN SEEPZ SEZ OR PART THEREOF.

I. Eligibility

- The unitholder must have a valid LOA and valid Sub-Lease Agreement.
- The unitholder should have no pending litigation with the SEEPZ Authority or Office of the Development Commissioner, SEEPZ SEZ.

II. Procedure to exit

- The unit intending to assign sub-lease for the remaining period, will make an application to the SEEPZ SEZ Authority and shall submit document indicating the price paid at the time of allotment.
- In case any unit requires only part of the existing space for its approved activity, in such cases, exit can be made in respect of the remaining part of the area subject to feasibility.
- On scrutiny of application, Authority may give "in principle" approval for exit. However, if charges are created by other agencies/authorities, "in principle" approval shall be given after consulting such agencies/authorities and ascertaining total liability of the applicant.
- The applicant shall give an undertaking regarding unconditional acceptance of the compensation arrived at by the Authority, and the unitholder shall not raise any dispute/claim of whatsoever nature against the SEEPZ SEZ Authority in this regard.
- On receipt of "In-principle approval" from the Development Commissioner, the applicant shall proceed to obtain no dues certificate from the Customs and thereafter apply for de-bonding.
- In case de-bonding is not possible because of the pending liability of the Authority or Development Commissioner's Office or creation of charge by any other agencies, in such case, the liability of the applicant shall be ascertained. And 'in-principle' shall be given in consultation with the other agencies/authorities approval.

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III. Procedure for arriving at compensation

- On receipt of application and undertaking from the exiting unit, the SEEPZ SEZ Authority will offer the premises to public at reserve price (75% of the prevailing MIDC rate for built-up premises).
- The public shall be asked to give a bid by offering premium over and above the reserve price, in addition to the other parameters such as projections of exports, investment, employment, the priority sector declared by the Authority and any other criteria which may be relevant at that point of time.
- Compensation shall be equal to the price offered by the selected unit less administrative charges, any outstanding lease rent/user charges payable to the Estate Manager, applicable customs dues, gate pass charges, labour dues and any other charges created on the premises by other statutory agencies /authorities.
- Compensation shall be paid directly by the incoming entrepreneur to the applicant subject to discharge of the dues as envisaged above.
- 10% of differential amount, i.e. price offered by the incoming entrepreneur less the originally allotted price, shall also be paid to the Authority as administrative charges by incoming entrepreneur apart from other dues mentioned above.
- Charges payable to other Authorities/agencies shall be as per the arrangements between the parties concerned.
- Balance amount, if any, would be paid to the outgoing entrepreneur.

IV. Procedure for allotment

- On receipt of the application from the applicant, the details of the unit/premises and the reserve price shall be made available to the public on website of SEEPZ SEZ.
- The public shall be asked to submit application on the following criteria:-
 - > Export projection
 - > Investment envisaged
 - > Employment envisaged
 - > Premium offered over and above the reserve price
 - > Priority sector
 - > Any other criteria declared by the Authority at that point of time.

The new entrepreneur would be selected on criteria mentioned above. However, preference shall be given to criteria which meet objectives of SEZ Act & Rules. The entrepreneur so selected shall submit an application to the UAC for issue of LOA. On issuance of LOA, he will make payment to the outgoing unit and the SEEPZ Authority.

RENT POLICY

- Rent will be uniform for all SDF (Govt. built)
- Difference in lease rent in different SDFs (Govt. built) shall be removed in a phased manner.
- Rent shall be liable for revision as may be decided by the Authority.
- New allotment shall be at the highest prevailing rent in SDF (Govt. built).

PENAL RENT

- Failure to meet the projections or conditions or keeping the space allotted un-utilized in SDFs or in other building will be charged with penal rent in addition to the normal rent.
- Penal rent may go upto rent charged for premises in Govt. built SDF.

(Part exit from unutilized space is allowed as per the exit policy of the SEEPZ Authority).

- Allotment of space will be on the conditions that the allottee shall achieve projection of exports, investment, employment, NFE or any other condition and allottee shall not keep space unutilized without any valid reason.
