

**MINUTES OF THE 30th AUTHORITY MEETING OF THE SEEPZ SEZ AUTHORITY
HELD ON 18th November, 2016 AT 11.30 AM**

The following were present:

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|---|-----------------------------|
| 1) Shri V.P. Shukla-
Estate Manager/Secretary | Secretary |
| 2) Shri. Abhay Doshi, (MD)-
M/s. Fineline Circuit Ltd. | Trade Member Representating |
| 3) Shri. Prem Kothari, (CMD)-
M/s. Fine Jewellery Manufacturing Ltd. | Trade Member Representating |

Agenda I: Fees Structure of Consultant and NFCD charges.

It was discussed in the meeting, NFCD is service provider and executor of the all kind of civil engineering works. Organization shall provide following services under the one roof.

1. Architectural Consultants
2. Structural Consultants
3. Project Management/ Construction Management Services (PMC)

NFCD shall provide the above mentioned service under one umbrella for that NFCD is charging 3% of total expenses incurred in executing the work.

Other fee structure is as under:

Sr. No.	Type of work/works/u pto	NFCD	PMC	Architect	MEP	Structural Consultant
1	50.00 L	3.00%	8.00%	5.00%	1.00%	2.00%
2	51.00 L – 100.00 L	3.00%	5.00%	5.00%	1.00%	2.00%
3	101.00 L – 150.00 L	3.00%	5.00%	4.20%	1.00%	2.00%
4	151.00 L 500.00L	3.00%	4.20%	4.20%	1.00%	2.00%
5	501.00 L and above	3.00%	3.30%	3.30%	1.00%	2.00%

Each consultant will be appointed with approval of SEEPZ-SEZ Authority

Decision: The Authority approved the fees Structure of NFCD, PMC, Architect and Structural Consultant.

Agenda II: Day to day maintenance of SEEPZ quarters, BFC building, SC building and Gate no. 1,2,3 at SEEPZ-SEZ premises.

The Committee noted that the proposal for day to day maintenance of SEEPZ quarters, BFC building, SC building and Gate no. 1,2,3 at SEEPZ-SEZ premises dated 21.10.2016 and recommended M/s. Sunita Fabrication Plastic Company as the lowest bidder on the basis of NFCD recommended.

The NFCD has submitted an estimate of Rs. **51,04,890/-** for day to day maintenance.

The Budget Estimation received from NFCD

Sr. No	Description	Amount
A		
A	Cost of Following work	
1	Comparative Statement of services for day to day maintenance of SEEPZ quarters, BFC building, SC building and Gate no. 1,2,3 at SEEPZ-SEZ premises.	45,99,000.00
	Total cost	45,99,000.00
B	PMC @ 8%@ A	3,67,920.00
C	NFCD charges @ 3% @ A	1,37,970.00
D	Total (A to D)	51,04,890/-

Decision: After detailed discussion the Authority approved the proposal.

Agenda III: Repairs to ICH Canteen in SEEPZ SEZ Premises

Details of work are as follows:

Sr. No.	Particular	Details of wok
1	Name of work	Repairs to ICH Canteen in SEEPZ SEZ Premises
2	Work order no.	B1/2 of 2013-14
3	Estimated cost	Rs. 42,64,600/-
4	Sanction order and date	SEEPZ-SEZ/EMS/M&R/28/09-10/5353 dated 12.04.2012
5	Sanctioned Amount	Rs. 47,97,700/- (with 12.5% ETP charges)
6	Final bill amount	Rs.56,68,048/- (including Escalation and ETP charges)
7	Excess expenditure incurred	Rs. 8,70,348/-
8	Reason for additional expenditure	Accepted tender rate is 28% above the cost put to tender

Decision: After detailed discussion the Authority approved the proposal for revised sanction of Rs. 8,70,348/-

Agenda IV: Proposal for hiring of Assistant Estate Manager in Finance/HR/Operation through NFCD or Placement Agency.

"As per rules 9(4) the Authority may engage or employee 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 extent possible and only if outsourcing cannot be done as a principle, regular staff shall be appointed."

As discussed in the Authority Meeting 3 officials has been approved.

1. Reema Khandelwal, Assistant Estate Manager (Finance co-ordination) has already been appointed in the 27th Authority meeting held on 21.01.2016, Who is assisting Estate Manager, in discharge of his responsibility of Estate Management and assisting Estate Manager in financial management as well as coordinating with the Chartered Accountant (Book keeping, Internal Audit, Billing, PTC to collect the data and make a petition before regulatory commission and ultimately purchase and sale power for SEEPZ SEZ and Day to Day filling work.

2. Assistant Estate Manager (HR/Operation co-ordination (2 officials))

1. Co-ordination with Vendors
2. Co-ordination of Maintenance and Development projects
3. Co-ordination with power distribution as a distribution licensee
4. Management of the outsource and contractual employees

In this regard dedicated officials would be required for above mentioned work.

Decision: After detailed discussion the Authority approved the proposal of 3 officials appointed through NFCD or Placement Agency.

Agenda V: Renewal of G4S Security Contract for further period of one year.

Decision: The Authority approved the Renewal of G4S Security Contract for further period of one year w.e.f 1.10.2016 with increase in value to meet the statutory changes of wages from 2013-14 to 30.09.2016 for Ex-Servicemen and Civilian Guards with same methodology.

HELD AT _____ ON _____ TIME _____

**MINUTES OF THE 29th AUTHORITY MEETING OF THE SEEPZ SEZ AUTHORITY
HELD ON 23rd JUNE, 2016 AT 11.30 AM**

The following were present:

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|---|-----------------------------|
| 1) Shri V.P. Shukla-
Estate Manager/Secretary | Member |
| 2) Shri. Abhay Doshi, (MD)-
M/s. Fineline Circuit Ltd. | Trade Member Representating |
| 3) Shri. Prem Kothari, (CMD)-
M/s. Fine Jewellery Manufacturing Ltd. | Trade Member Representating |

Agenda item No. I : Annual Account for the Financial Year 2015-16

Approval for financial statement of the Authority for the Financial Year 2015-16

Approval for financial statement of the Authority prepared by M/s. R. Devendra Kumar & Association, the CA firm by the Authority for the Financial Year 2015-16 is submitted for consideration of Authority.

Decision: After detailed discussion, the Authority approved the financial statement for the period of 2015-16.

Agenda No. II: Refund of excess BMC amount collected from unit holders:

Decision: Refund of excess money collected from unit holders vis-à-vis billed by BMC. Credit to the unit holders would be given from 1.4.2015 to 31st July, 2016 after due reconciliation.

Agenda III: Extension of G4S Security Contract for further period of Six Months

It was noted that the proposal is for continuation of the existing contract of G4S for a further period of Six Months w.e.f. 01.04.2016.

Decision: The Authority approved the continuation of the existing arrangement upto 30.09.2016 with existing terms & conditions.

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[Signature]
CHAIRMAN'S INITIALS

HELD AT _____ ON _____ TIME _____

Supplementary Agenda - IV Generation of Energy by Solar Power:

The Empowered Committee under ASIDE Scheme, Ministry of Commerce and Industries has approved the project of Generation of Energy by 100Kwp Grid Solar Power Generating System at SEEPZ-SEZ under ASIDE Scheme with a total cost of Rs. 380.95 lacs and released amount of Rs. 310.95 lacs. MIDC has executed the project and as per the Utilization Certificate the amount incurred was Rs 346.87 lacs. The work has been completed on 07.03.2014. As per the MNRE scheme grant of Rs.70.00 lacs was to be released subject to completion of project in the March 2011. The work was completed on 07.03.2014 hence, excess amount over the grant Rs. 35.92 lacs is to be met out of Authority Fund.

Decision: It was noted that MNRE grant had not been released as project was not completed by MIDC within permitted time. In view of aforesaid the Authority approved the amount of Rs.35.92 lacs.

Supplementary Agenda - V Annual Maintenance Contract for Operation Maintenance and Allied Services for STP in SEEPZ-SEZ.

The Authority was informed that the MIDC has submitted the Annual Maintenance Contract for operation, maintenance and allied services of Sewerage Treatment Plant in SEEPZ SEZ for the period from 14.05.2016 to 13.04.2017 for a sum of Rs. 57,32,200/- It was noted that the AMC arrangement for the STP is essential.

Decision: The proposal was approved.

Supplementary Agenda Item No - VI : Housekeeping/ Cleaning Contract.

The Authority noted that the Zone Administration had floated tender for the cleaning contract for the year 2016-17. The Chairperson has approved the contract for housekeeping and cleaning contract awarded to M/s. Eximus Management Private Ltd for **Rs. 12,49,189/-** pm. w.e.f. 16th May, 2016 for a period of one year

HELD AT _____ ON _____ TIME _____

Decision: The Authority ratified the housekeeping contract for the period 2016-17 awarded to M/s. Eximus Management Private Ltd for Rs. 12,49,189/- pm. w.e.f. 16th May, 2016 for one year.

The Meeting ended with vote of Thanks to the Chair.



**V.P. Shukla
Estate Manger
SEEPZ SEZ Authority**