

भारत सरकार  
वाणिज्य और उद्योग मंत्रालय  
विकास आयुक्त का कार्यालय  
सीएन विशेष आर्थिक क्षेत्र  
अंधेरी (पूर्व), मुंबई - 400096.



Government of India  
Ministry of Commerce & Industry,  
Office of the Development Commissioner,  
SEEPZ-Special Economic Zone,  
Andheri (E), Mumbai - 400096.

वेबसाइट : [www.seepz.gov.in](http://www.seepz.gov.in), ई-मेल : [dcseepz-mah@nic.in](mailto:dcseepz-mah@nic.in), टेलीफोन : 022-28290856/28294700

F. No. SEEPZ SEZ/Estate/AS/61/2019-20: 12045  
Date 17.10 2024

**Sub: Inviting Applications for allotment of space for setting up of Unit in SEEPZ SEZ - reg.**

The SEEPZ SEZ Authority invites applications for allotment of spaces/Galas in the Govt. owned buildings. The entrepreneurs who are interested in setting up Unit at SEEPZ-SEZ in terms of the SEZ Act and SEZ Rules, may submit their proposal/application for space for any sector. Following are the details of spaces available on a 5 years, lease on renewable basis, which will be co-terminus with the LOA issued by the O/o the Development Commissioner after approval of the Approval Committee :-

Sr. No.	Unit Nos.	Location	Carpet area in sq.mtr.
1	304	3 <sup>rd</sup> Floor, NEST-2	485
2	305	3 <sup>rd</sup> Floor, NEST-2	422
3	403	4 <sup>th</sup> Floor, NEST-2	710
4	504	5 <sup>th</sup> Floor, NEST-2	590
5	601	6 <sup>th</sup> Floor, NEST-2	710
6	602	6 <sup>th</sup> Floor, NEST-2	710
7	603	6 <sup>th</sup> Floor, NEST-2	710
8	604	6 <sup>th</sup> Floor, NEST-2	710
9	103	1 <sup>st</sup> Floor, NEST-2	30.36
10	104	1 <sup>st</sup> Floor, NEST-2	30.36
11	202	2 <sup>nd</sup> Floor, NEST-2	30.36
12	203	2 <sup>nd</sup> Floor, NEST-2	30.36
13	307	3 <sup>rd</sup> Floor, NEST-	30.36

		2	
14	308	3 <sup>rd</sup> Floor, NEST-2	30.36
15	404	4 <sup>th</sup> Floor, NEST-2	30.36
16	405	4 <sup>th</sup> Floor, NEST-2	30.36
17	505	5 <sup>th</sup> Floor, NEST-2	30.36
18	506	5 <sup>th</sup> Floor, NEST-2	30.36
19	605	6 <sup>th</sup> Floor, NEST-2	30.36
20	605	6 <sup>th</sup> Floor, NEST-2	30.36
21	121	SDF-IV	465
22	121A	SDF-IV	206
23	122	SDF-IV	158
24	164	SDF-VI	532

The lease rent for the space shall be @ Rs. 6500 per sq. mtr. p.a.

2. The applications for space for setting up the project along with the requisite necessary supporting documents should be submitted to this office with the prescribed Form-F which may be downloaded from [www.sezindia.nic.in](http://www.sezindia.nic.in).

3. The eligibility for allotment of space will be decided on the Marks obtained by each applicant out of 50 Marks, as per the following criteria:

**i. Export envisaged in 5 years**

**Max. Marks: 10**

It means the quantum of export to be made by the applicant during 5 years and that shall be divided by the area to get the per Sq. feet export.

**Example:** If a unit proposes to make export of Rs. 500 crores during the span of 5 years in 1000 Sq. feet gala. It means their export per Sq. feet is Rs. 50 lakhs for 5 years and Rs. 10 lakhs per year.

**ii. Growth envisaged in next 5 years**

**Max. Marks: 10**

Growth means growth in export envisaged in 5 years. Each year's growth will be taken and then its average will be worked out. While projecting the Growth in export, applicants have to provide supporting documents.

**Example:** A unit is doing export of Rs.100 in 1<sup>st</sup> year, Rs.150 in 2<sup>nd</sup> year, Rs. 200 in 3<sup>rd</sup> year, Rs.175 in 4<sup>th</sup> year and Rs. 210 in 5<sup>th</sup> year. Hence their growth will be 50%, 33.33% (-)12.5%, 20% respectively and its average(20.20%) will be taken as growth during 5 years period.

**iii. Employment envisaged in 5 years**

**Max.**

**Marks: 10**

It means number of employees to be deployed by the applicant in 5 years. Average of that shall be calculated in per Sq. feet. It will be inclusive of all employees (permanent and contractual) during 5 years

**Example:** A unit is applying for 1000 Sq. feet space and they project the employment to be generated as 100 in 1<sup>st</sup> year, 125 in 2<sup>nd</sup> year, 145 in 3<sup>rd</sup> year, 160 in 4<sup>th</sup> year and 175 in 5<sup>th</sup> year, then the average employment will be  $695/5=139$ . It means 7.19 Sq. feet needed for one (1) employment.

iv. **Investment envisaged in 5 years-**

**Max.**

**Marks: 10**

Applicants have to specifically mention the proposed total Investment in 5 years and per Sq. ft. investment. This investment shall include only Infrastructure and Plant & Machinery. Raw Material and other inputs used for the manufacturing process shall not be counted in it. Applicants have to submit their financial capabilities such as money in Reserve & Surplus, Loan approved, letter of comforts and other financial details to substantiate their claim.

**Example:** Suppose a unit proposing to make investment of Rs. 2 Cr. in plant and machinery, Rs.2 Cr. in Infrastructure and they propose Rs. 5 Cr. for Raw Materials required for their production for the gala of 1000 Sq. Feet. In such case their investment will be counted as Rs. 4 Cr. Only. It means per Sq. Feet investment for 5 years is Rs.40000/-

v. **Additional Weightage:**

**Max. Marks 10**

- a. Confirmed export orders in hand [copies to be submitted for orders of atleast one year] : **2 marks**
- b. Applicant planning for new or innovative products or using new idea/technology  
(This excludes mere branding of existing products) : **2 marks**
- c. Existing SEEPZ unit must give the details of their exports & exports of their group/ sister concerns in last 5 years. : **2 marks**
- d. Foreign Direct Investment, if any, : **2 marks**
- e. Applicant having experience in manufacturing or export based on the documentary evidence : **2 marks.**

4. Application of DTA units will also be considered on merit in terms of above criterion.

5. In addition to the above following applications will not be considered :-

- a. Applicants having any litigations with SEEPZ SEZ Authority on

account of pending dues or any other matter.

- b. Non-submission of sub-lease agreement even after 6 months of issuance of LOA as per SEZ Rules 2006 without valid reason to the satisfaction of the Authority
- c. Applicant having no foreign exchange pending beyond the permissible limit as per RBI guidelines only will be considered. Declaration to be submitted on FE pendency.

6. The applicant has to submit details in Annexure "A" enclosed.

7. The applicant has to mention the specific unit no. and the area as per their requirement Any application without specific unit no./gala no. and the area will not be considered.

- a. The application should be in the following manner :-
  - (a) Demand draft of Rs. 5000/- as per Form F
  - (b) Forwarding letter giving details of the application and requirement of space
  - (c) Form F
  - (d) Annexure A
  - (e) Supporting documents
  - (f) Declaration i.r.o. point no. 5.

9. The applications complete in all respect, as per the above instructions, should be submitted in a sealed envelope addressed to Estate Officer, 2nd Floor, Service Centre Bldg. SEEPZ SEZ either by hand delivery by employee of the company or through speed post/courier. The envelope should be superscribed "ALLOTMENT OF SPACE IN SEEPZ-SEZ" and reach on or before **08<sup>th</sup> November, 2024 upto 04.00 P.M.** The applications received beyond the stipulated period and incomplete/open will not be accepted and the same will be rejected. The applications submitted in any other manner will not be entertained. All sealed envelopes will be opened in presence of applicants/representatives on **08.11.2024 at 05.00 p.m.** at Conference room, 2<sup>nd</sup> floor, SEEPZ SEZ Service and no separate intimation will be given in this regard.

10. Applications will be scrutinized by a Committee constituted for this purpose and allotment of space will be done on provisional basis and final allotment shall be made after approval of project by the Approval Committee and issuance of LOA and approval of SEZ Authority.

11. The Allottees/Entrepreneurs shall execute the sub-lease agreement within 6 months from the date of receipt of the Letter of Approval.

12. The annual rent/service charges/BMC Taxes for the required space to be paid

in advance on final allotment of the premise. All the other charges have to be paid in actual by the Unitholder.

This issues with the approval of Development Commissioner/Chairman SEEPZ SEZ Authority.

Signed by Prasad  
Hanumantrao Varwantkar  
Date: 17-10-2024 11:51:25

(Dr. Prasad Varwantkar)  
(Estate Officer)  
SEEPZ SEZ Authority

To,

- a. SEEPZ Website,
- b. ADC/Estate for publishing in Newspapers.
- c. Notice Boards
- d. SGJMA/SEEMA/EPCES

