

भारत सरकार/ GOVERNMENT OF INDIA,  
सीपज़- सेज़प्राधिकरण/ SEEPZ SEZ AUTHORITY,  
वणिज्य और उद्योग मंत्रालय, MINISTRY OF COMMERCE & INDUSTRY,  
अंधेरी (पूर्व), मुंबई – 400 096. ANDHERI (EAST), MUMBAI – 400096  
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No. SEEPZ SEZ/Estate/ROC/326/2017-18

December 04, 2019

Sub: Advertisement/RFP for Engagement of Engineers (Civil & Electrical), Hindi Translator and Consultant for Labour, Advocate on retainership basis in SEEPZ SEZ Authority, Government of India, Ministry of Commerce & Industry purely on Contract basis.

1. SEEPZ SEZ Authority, Ministry of Commerce & Industry invites application/RFP for appointment on lump-sum (fixed price) contract initially for a period of 1 year extendable by the Competent Authority subject to satisfactory performance. The details regarding type of consultancy, lump-sum fees, age, eligibility criteria and terms of references are as indicated below:-

Sr. No	Type of consultancy	Lump-sum (fixed price Contract) fees per month Rs. (negotiable)	Maximum age limit (not more than)	Essential Qualification And Experience
i	Civil Engineer	50,000/-	45 years	a) Bachelor's Degree in Civil Engineering with min. 60% from a recognized University/ Institute b) Experience of at least 5 years in handling civil works/projects
ii	Electrical Engineer	50,000/-	45 years	a) Bachelor's Degree in Electrical Engineering with min. 60% from a recognized University/ Institute b) Experience of at least 5 years in handling electrical works/projects
iii	Hindi Translator	40,000/-	45 years	a) Master's degree from a recognized University in Hindi or English with English or Hindi as a compulsory subject or b) Master's Degree from a recognized University in any subject with Hindi as a medium of instruction and examination with English as a compulsory subject at Degree level. c) Experience of at least 3 years in handling the Hindi related works.
v	Consultant (Labour)	50,000/-	45 years	a) Degree from a recognized University in Labour/ Industrial/ Personnel Management/ Labour Welfare b) Min. 5 years experience in tendering advise in any

				of the fields including litigation, arbitration,
vi	Advocate on retainership basis	50,000/-	45 years	<p>a) Preferably LLM from recognized University or equivalent.</p> <p>b) Min. 10 years experience in tendering advise in any of the fields including litigation, arbitration, convincing cyber-law infrastructure agreements</p>

## 6. Terms and Conditions:

- a) The SEEPZ SEZ Authority reserves the right to reject the application of any candidate without giving any reason.
- b) **Selection Procedure:** Shortlisted candidates based on the above eligibility criteria will be called for personal interview/interaction in SEEPZ-SEZ Authority, Mumbai for final selection by the Committee. No TA / DA will be paid for attending the interview. The date of the interview/interaction will be communicated to the candidate in due course.
- c) All the above consultancies are based at Office of the SEEPZ-SEZ Authority at Andheri (East), Mumbai.
- d) Applications with detailed Resume should be received by SEEPZ SEZ Authority at the following address: “**Shri C.P. Singh Chauhan, Jt. Development Commissioner/Secretary, Office of the Zonal Development Commissioner, SEEPZ-SEZ, Andheri (E), Mumbai-400096**” latest by **26<sup>th</sup> December, 2019**.
- e) Applications which are not as per the prescribed format as per Annexure-I and not received in time will be rejected without making any correspondence.
- f) The appointment will be purely on contract basis for a period of one year from the date of joining. Remuneration would be negotiable for deserving candidates. Payment will be lump-sum (fixed price Contract)/ consolidated.
- g) **Remuneration** : A Lump-sum monthly package which includes fixed and variable components without any other benefits which are applicable to regular employees of the SEEPZ Authority. No Accommodation either owned or leased will be provided
- h) The Engineers/Consultant/Advocate on having accepted the offer of engagement shall be granted work order indicating detailed scope of work along with all other terms and conditions stipulated therein for an initial period of one year purely on contractual basis.
- i) The contract can be terminated with one month notice from either side. PF, Gratuity or any other Terminal or any other benefit of whatsoever nature would not be admissible.
- j) The working hours will be flexible from 9.30 a.m. to 6.00 p.m. every Monday to Saturday. In the event of exigency the candidate should attend to the assigned work after normal working hours or on holidays even outside office hours.

- k) Casual leave will be for 8 days during the contract period and additional leave required and approved by the Competent Authority shall be deducted from the monthly payable remuneration.
- l) Outstation travelling allowance will be admissible with the approval of the Competent Authority only for official purpose.
- m) The Candidate will have not right for extension of contract period. Extension of the contract period will be considered based on the requirement of the SEEPZ-SEZ Authority and performance of the applicant.
- n) In case of extension of contract period the applicant will be considered for a yearly increment of 5-10% based on his performance and assessment made by the competent Authority.

## **7. CONFIDENTIALLY OF DATA AND DOCUMENTS**

7.1 The intellectual Property Rights (IPR) of the data collected as well as deliverables produced for the Ministry/organization shall remain with the Department/organization

7.2 No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of his assignment or during the course of assignment for the Department/organization, without the express written consent of the Department/organization.

7.3 The Consultant/Engineer/Advocate shall be bound to hand-over the entire set of records of assignment to the Department before the expiry of the contract, and before the final payment is released by the Department/organization.

## **8. CONFLICT OF INTEREST**

8.1 The Consultant/Engineer/Advocate appointment by the Department/organization, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Department/organization nor will he indulge in any activity outside the terms' of the contractual assignment.

8.2 The Consultant/Engineer/Advocate will not be entitled for any benefit/compensation absorption/regularization of service with this Department.

## **9. RELAXATION**

The power to relax any or all of the conditions enumerated above shall vest with the Chairperson, SEEPZ-SEZ Authority. The higher amount of monthly consolidated remuneration payable to Consultants of different level can also be sanctioned with the approval of Chairperson, SEEPZ-SEZ Authority.

## **10. AGREEMENT**

The Consultant/Engineer/Advocate who will be offered the consultancy work will require executing the agreement.

SD/-  
C.P.Singh Chauhan)  
JDC/Secretary,  
SEEPZ-SEZ Authority