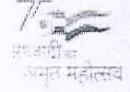




भारत सरकार / GOVERNMENT OF INDIA  
विकास आयुक्त का कार्यालय/ OFFICE OF THE DEVELOPMENT COMMISSIONER  
सीपज़ विशेष आयुक्त क्षेत्र / SEEPZ SPECIAL ECONOMIC ZONE  
वाणिज्य एवं उद्योग मंत्रालय / MINISTRY OF COMMERCE & INDUSTRY  
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F.No.SEEPZ-SEZ/ADMIN/AEM/19/2022-23/17015

Date: 14.10.2022

## REQUEST FOR EXPRESSION OF INTEREST (REOI)

cum

### TERMS OF REFERENCE

#### For Contractual basis of Assistant Estate Manager in Estate Division

#### Background

Santacruz Electronics Export Processing Zone (SEEPZ) is a Special Economic Zone in Mumbai, India, created in 1973. With a view to overcome the shortcomings experienced on account of the multiplicity of controls and clearances; absence of world-class infrastructure, and an unstable fiscal regime and with a view to attract larger foreign investments in India, the Special Economic Zones (SEZs) Policy was announced in April 2000. SEEPZ was one of the three Export Processing Zones converted as Special Economic Zone w.e.f. 1st November, 2000. There are more than 400 units inside SEEPZ (Santacruz Electronic Export Processing Unit) SEZ, Mumbai.

With the Mega- CFC project coming up, two new SDFs being constructed and the Rs 200 Crore rejuvenation project for the entire SEEPZ, SEZ is to be implemented, there are challenges in the Estate Division which can be addressed with quality manpower to ensure supervision, co-ordination and all works under the Estate Manager. In this backdrop, managing the daily operations of the estate and managing all maintenance and repairs and renovations to buildings and estate grounds, the SEEPZ-SEZ Authority wants to engage an Assistant Estate Manager on a full-time contractual basis.

#### Objectives and Scope of Work

The Assistant Estate Manager shall primarily be responsible for management and supervision of maintenance, gardening and domestic team on the estate to required standards, obtaining maximum productivity, efficiency, quality, service and upholding all aspects of compliance and quality standards and adhering to budget and required criteria. This will include regular checks and assessments for maintenance, health and safety and security and liaising with Estate Manager, ensuring jobs are performed as they are required.

The specific roles and responsibilities shall include but not be limited to the following:

(A) Utility Contract Supervision

- i. To supervise the day to day maintenance of all aspects of the estate, including maintenance of buildings, tree cutting & horticulture, housekeeping, waste management, pest management etc.
- ii. To supervise utility staffs and empanelled vendors.

(B) Estate Upkeep and Maintenance

- iii. To supervise permissions related to various repairs /renovation /water proofing works within SEEPZ campus and Staff quarters.

(C) Removal of Manufacturing Waste

- iv. Document verification & registration/empanelment of e-waste /hazardous waste / Drain Cleaning / Removal of investment powder inside SEEPZ-SEZ & issuance of Public Notice regarding the same.
- v. Issuance of work orders related to work being awarded to vendors / service provider.

(D) Estate Division Financial Management

- vi. Reconciliation of rents, pending taxes, payments.
- vii. Assisting CA department in annual accounts, CRA objection etc and providing the requisite information.
- viii. Release of payment related to legal fees & Audit fees, tender related bills, refund of security deposit & EMD.
- ix. Release of salary of the DEOs/ consultants/Helpers/Liftmen working in SDFs/Gems & Jewellery buildings.
- x. Preparing Annual Audit Reports & forwarded to Ministry.

(E) Govt. Correspondences & File work

- xi. RTI applications & govt. references if any.

(F) Estate allotment of Quarters/ Unit space etc.

- xii. Allotment of quarters in SEEPZ Staff Quarters to staff/contractual employees/other govt. agencies if lying vacant and obtaining regular license fee and rental charges.

For all purposes the AEM shall report to the Estate Manager as per official Organogram / hierarchy.

## Qualification Requirements

### Educational Qualifications:

- Graduate

### Experience Requirements:

- Experience in tender management and contract management
- Sales and marketing experience (for the advertising based revenue model to be implemented later)
- Experience in project management
- Proficiency in standard computer software such as MS- office and other office software's, including accounting software would be a further plus.
- Minimum 7 years of experience if not more.
- Lower Age Limit: 30 years
- Upper Age Limit: 40 years as on 1st January 2022.
- Proficiency in Hindi and English language is preferable.

## Remuneration and Duration of Engagement

The Assistant Estate Manager in Estate Division shall be appointed on a contractual basis for a period of one year extendable up to a maximum of three years or more with approval of competent authority. A gross monthly remuneration of Rs. 50,000/- per month shall be offered to the selected Assistant Estate Manager based on their past experience, previous pay, etc. The Assistant Estate Manager in Estate Division shall be required to work at the client's location i.e. SEEPZ SEZ, Andheri on a full-time basis. Selected candidate may be provided type B accommodation in the SEEPZ-SEZ residential quarter depending on availability.

1. The advertisement is an open advertisement for 01 year from the date of publication. Applications received shall be scrutinised and interviewed till the right candidate is selected and the vacancies are filled. Interested candidates shall submit their CVs along with a cover letter justifying their fitness for the role with respect to the desired qualifications by email to the SEEPZ Authority at [dcseepz-mah@nic.in](mailto:dcseepz-mah@nic.in).
2. The Evaluation Committee shall evaluate the CVs and invite the qualified candidates for an interview. The interview may be held at SEEPZ office or online as per Authority's decision.
3. The remuneration shall be fixed based on factors such as internal estimates of the Committee, last pay drawn of the selected candidate, etc.
4. Detailed terms and conditions of engagement shall be shared with the selected candidate prior to signing of the contract agreement.

  
Development Commissioner/  
SEEPZ-SEZ