

**SEEPZ SPECIAL ECONOMIC ZONE  
AUTHORITY**

**ANDHERI (E), MUMBAI – 400 096.**

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**AGENDA FOR THE 30<sup>TH</sup> MEETING OF THE  
SEEPZ SPECIAL ECONOMIC ZONE**

**AUTHORITY**

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

**18<sup>TH</sup> NOVEMBER, 2016 AT 11:30 A.M.**

**Currently, to discharge function of Estate Manager, the Joint Development Commissioner has been appointed as Estate Manger to discharge the function of Estate Manager in addition to his regular charge of Joint Development Commissioner.**

Two dedicate officials are also require for Human Resource/ Operation Management for following works

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 the view of above, it is proposed that two more officials also be hired for above functions.

It is further proposed these officials may be hire through placement agency or NFCD.

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

It is proposed SEEPZ-SEZ Authority may hire these officials through placement agency or NFCD.

Submitted for consideration.

MIPC Charges?

**Agenda I: Fees Structure of Consultant and NFCD charges.**

NFCD has submitted the proposal of various Services for Civil Engineering works letter no. NFCD/WIR/2016-17/10 dated 27.07.2016. 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. MEP Consultants
4. Project Management/Construction Management Services (PMC)
- 5.

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

With refer to NFCD letter no. NFCD/Mum/WI/2016-17 dated 24.10.2016. the SEEPZ-SEZ Authority has approved following fees.

Fees Structure of Consultant's

All refers to

Sr. No.	Type of work/works/ upto	NFCD	PMC	Architect	MEP	Structural Consultant	Management Consultant (Technical Advisor)
1	50.00 L	3.00%	8.00%	5.00%	1.00%	2.00%	Rs. 1,00,000/- For each month next 1%
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%	

6. 1000 L

NFCD has appointed Conspro Management Services as Project management Consultant to undertake the works of SEEPZ SEZ Authority.

Submitted for ratification of the Authority

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

NFCD has submitted the proposal of various Services for Civil Engineering works letter no. NFCD/WIR/2016-17/10 dated 27.07.2016. NFCD is service provider and executor of the all kind of civil engineering works. Organization shall provide following services under the one roof.

- Architectural Consultants
- Structural Consultants
- MEP Consultants
- Project Management/Construction Management Services (PMC)

NFCD has analysis the agencies and submitted the Recommendation for day to day maintenance of SEEPZ quarters, BFC building, SC building and Gate no. 1,2,3 at SEEPZ-SEZ premises.

NFCD has submitted the Tender/Quotation 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 Budget Estimation received from NFCD

Sr. No	Description	Amount
A		
A	<b>Cost of Following work</b>	
1	Comparitive 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	<b>Total (A to D)</b>	<b>51,04,890/-</b>

NFCD proposal for providing services for day to day maintenance of SEEPZ quarters, BFC Building, SC Building and Gate No. 1,2,3 at SEEPZ SEZ, awarding contract to M/s. Sunita Fabrication Plastic Company for **Rs 51,04,890/- (Rupees Fifty One Lacs four Thousand Eight Hundred and Ninty Rupees Only)** excluding contingecny charges i.e 5%. Contingency charges will be released in the last quarter. The contract will be vaild from **01.11.2016 to 31.10.2017.**

The above proposal is submitted for ratification.

#### **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

Received the letter from MIDC letter no. DE/MIDC/SEEPZ/2016A48915 dated 12.02.2016 for revised approval of Rs. 56,68,048/-

As per Accenture Services Pvt ltd (Mr. Nanadkumar Nadgire, there is excess of 18.14% over sanctioned cost. MIDC has informed that excess is due to

accepted tender cost is 28% above cost put to tender. There is no excess in the quantities.

Reason put forth is acceptable. Hence, approval to the revised estimate for Rs.56,68,048/- may be granted.

Submitted for consideration.

**Agenda IV: Proposal for Assistant Estate Manager in HR/Operation directly by Authority on Contract basis of the Authority**

In the 29<sup>th</sup> Authority meeting held on 21.01.2016, the Authority Appointed Assistant Estate Manager (Finance), Miss Reema Khandelwal directly by Authority on Contract basis of the Authority, 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, 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. To ensure her direct responsibility she has hired her directly by Authority on contract basis.

**As per Authority rules, The Authority shall appoint officers and employees for the efficient discharge of its functions.**

**"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."**

The Committee of the DCs has assessed and recommended to Ministry of Commerce & Industry, creation of the regular posts for SEEPZ-SEZ Authority, however creation of post will take time.

**Table Agenda:**

**Renewal of G4S Security Contract for further period of one year.**

G4S has submitted the proposal for revision of wages to meet the statutory changes of wages. G4S deployed the Ex – Servicemen and Civilian Guards have been working with SEEPZ for last 3 years providing Security Guards under the category of Ex-Serviceman and Civilian and deployed the security guards at the SEEPZ-SEZ premises. They have submitted the revision of cost.

<b>Wages + Allowances</b>	Basic + DA	
	HRA	30%
	Conveyance Allow	
	Outfit Allowance	5%
	Washing Allowance (WA)	3.00%
	Additional Allowance	
	Total – Wages+Allowance	(26 days/8 hrs)
<b>Statutories</b>	PF	13.36%
	ESI	4.75%
	Gratuity	0.00%
	Bonus	8.33%
	Leaves (PL,CL,NH/RH/FH)	9.29%
	SGB Levi@3%	
	LWF@INR 6/-	0.00%
	TOTAL - Statutory	
<b>Other Direct Costs</b>	Supervision	0.00%
	Training	0.00%
	Uniform	5%
	Weekly Off	16.67%
<b>Service Fee</b>	Admin Fund	0.00%
	Service Fee	14.00%

The proposal for Renewal of G4S Security Contract for further period of one year w.e.f 1.10.2016.

Submitted for consideration.