

**Annexure 'II'**

**DETAILS OF HORTICULTURAL WORKS**

The details of horticultural works to be carried out by the Contractor include the following:

**Job Code:** *HC 01*

**Nature of work:** *Semi-skilled A Haryana Min. Wages Cir dated 13.02.2015 Sl.No 2A*

**Area Involved:** Triangular park, area in front of / adjacent to administration building, stores and area in front of chemical stores and pots within this area / administration building 4500 sq mt (approx.)

**Work Involved:** **No. of work units: 1:** Growing / maintenance of existing hedge, growing / maintenance of lawns in the middle, Maintenance of the existing trees, planting seasonal saplings / flowering plants; maintenance of potted plants; Grafting & other specialized jobs; guiding the gardeners about their jobs, any other job which may be assigned by the management time to time

**Job Code:** *HC 02*

**Nature of work:** *Un-skilled Haryana Min. Wages Cir dated 13.02.2015 Sl.No 1*

**Area Involved:** **The area consisting of Central Court yard, and area between pathway and buildings 5500 sq. mt (approx.)**

**Work Involved:** **No. of work units: 1:** Maintenance of the existing hedge; growing / maintenance of lawns in the middle; maintenance of the existing trees; planting seasonal saplings / flowering plants along the peripheral areas, any other job which may be assigned by the management time to time

**Job Code:** *HC 03*

**Nature of work:** *Un-skilled Haryana Min. Wages Cir dated 13.02.2015 Sl.No 1*

**Area Involved:** Area from security gate to Gas Stores 23000 sq mt (approx.)

**Work Involved:** **No. of work units: 1:** Maintenance of the existing hedge; growing / maintenance of lawns in the middle; maintenance of the existing trees; planting seasonal saplings / flowering plants along side the hedges, any other job which may be assigned by the management time to time

**Job Code:** *HC 04*

**Nature of work:** *Un-skilled Haryana Min. Wages Cir dated 13.02.2015 Sl.No 1*

**Area Involved:** Area behind DG, behind solar gallery, and canteen; and the areas consisting of the valley adjacent to chemical stores, area behind FS, Nitrogen plant and behind PO 9000 sq.mt (approx.)

**Work Involved:** **No. of work units: 1:** Growing / maintenance of existing hedge, growing / maintenance of flower bed in the middle, Maintenance of the existing trees, planting seasonal saplings / flowering plants, any other job which may be assigned by the management time to time

**Job Code:** HC 05

**Nature of work:** Un-skilled Haryana Min. Wages Cir dated 13.02.2015 Sl.No 1

**Area Involved:** The area from Wind Mill to Security Gate: 16500 sq.mt (approx.)

**Work Involved:** **No. of work units: 1:** Growing / maintenance of hedge along one side, growing 6 ft. wide flower bed along the hedge, growing / maintenance of lawns in the middle, Maintenance of the existing trees, planting seasonal saplings / flowering plants and growing / maintenance of bougainvillea plants along the boundary wall. Maintenance of rose garden, any other job which may be assigned by the management time to time

**General Description of the works mentioned above**

**1. Maintenance of Lawns, Hedges & Borders:**

Maintenance shall include the following activities:

- a) Watering **Once** a day in a season
- b) Mowing of lawns, cutting of hedges and borders **Once in a week**, so as to maintain the height of the grass/hedge/border,
- c) Weeding of lawns, hedges and borders as and when necessary but not less than **Once in a fortnight**
- d) Application of manures, fertilizers, insecticides, weedicides, pesticides as and when required **once in a month**
- e) Propagation of lawn grasses, replanting of hedges/borders whenever required, so as to ensure that the lawns, hedges, borders look green and well nourished.

**2. Growing of Flowers in flower beds and their maintenance :**

Growing of flowers and its maintenance shall include the following activities:-

- a) Preparation of Flower Beds by digging 25 cms deep **2 times in a year.**

- b) Planting of seasonal plants **2 times in a year.**
- c) Application of I.S. standard fertilizers and manures and marking **once in a month.**
- d) Re-filling, leveling and marking as and when required.
- e) Mulching, weeding and removal of dead flowers as and when required, **once in a fortnight.**
- f) Spraying of pesticides, insecticides and weedicides as and when required once in a month.
- g) Watering **daily** (Units to specify the frequency and periodicity)
- h) Propagation of adequate number of seasonal plants in nursery.

**3. Planting of Trees/Shrubs & their Maintenance :**

- a) Planting of trees/shrubs – as & when required
- b) Maintenance of trees/shrubs – as & when required
- c) Watering of trees/shrubs **once daily.**
- d) Application of fertilizers, manures, pesticides and insecticides whenever required **once in a month**
- e) Re-digging and gap filling whenever and wherever necessary.
- f) Pruning of trees/shrubs as and when required.
- g) Propagation of adequate number of trees and shrubs at nursery.

**4. Propagation and Maintenance of potted plants of 500 numbers. The work includes:**

- a) Watering **Daily.**
- b) Mulching and weeding the soil **once in a fortnight** including top dressing, and turning the pots.
- c) Application of manures and fertilizers **once in a month** and spraying of pesticides, weedicides, insecticides **once in a month.**

- d) Pruning and shaping of plants as and when required.
  - e) Repotting including removing from pot, repotting the plant by trimming the roots, filling the new soil and planting 4 times in a year
  - f) Repotting and replacing the broken pots as and when required.
  - g) Coloring of pots as and when required.
  - h) Placing of decorative pots in different buildings 6 times in a year and shifting and arrangement of pots on important occasions.
  - i) Mixing of potting soils, propagation of plants of different species/ varieties in nursery as and when required.
5. Cleaning of lawns, nurseries, garden/park and removal of leaves/waste material including stacking as a heap in an identified place for disposal – once in a fortnight
6. Disposal of garden garbage including loading and unloading, transportation of potted plants from nurseries to required places including loading and unloading of potted plants for arranging during VIP visits, transportation of red earth, manure etc. including loading and unloading.

Note: All materials and consumables required for Horticulture Services will be provided by BHEL.

## MEASUREMENT OF WORK AND PAYMENT THEREOF IN RESPECT OF HORTICULTURE JOBS

1. A log Book will be maintained for each job description and entries shall be made on daily basis by the contractor or his authorized representative and verified by the authorized representative of BHEL.
2. Short comings, if any, in the work executed by the contractor will be pointed out by the designated employee to the Contractor or his authorized representative and the same will be rectified by him (other than watering) within specified time (say, two days) to the satisfaction of the designated employee.
3. Payment towards work satisfactorily executed will be made to the contractor against monthly bill submitted by the contractor based on the no. of unit-days completed / executed, multiplied by the rate / unit for each job.
4. All payments will be subject to deduction of income tax at source as per Income Tax and Service Tax as per the applicable Rules.

### Log Book format to be maintained by the contractor (Horticulture)

Month: \_\_\_\_\_

Job Code *	No. of days in the month	No. of Days the job was executed	Job Satisfactorily executed – Y / N	Sign of Contractor	Sign of BHEL representative
HC 1					
HC 2					
HC 3					
HC 4					
HC 5					

\* attach work / area description sheet with this format