

Corporate Horticulture Policy

(Approved by Board of Directors of PSTCL
in its 34th meeting held on 07.01.2016)



**PUNJAB STATE TRANSMISSION CORPORATION
LIMITED**

Corporate Horticulture Policy

1. Introduction


Plants in the workplace enhance the attitude of an employee resulting in improved efficiency. Real life office studies have proven the relationship between clinical health complaints and plant installations. Sick Building Syndrome is a serious and expensive issue, and the degree to which interior plants can positively affect employees' health is an important issue in today's workplace. Trees & Plants helps in air purification, maintaining humidity levels, making a space more welcoming, relaxing atmosphere & less stressful.

2. Benefits

- a) *Environmental benefits:* Plants offer cooling benefits in an area through two mechanisms, direct shading and evapotranspiration.
- b) *Economic benefits:* Plants introduced around buildings can improve construction's integrity by lessening the weather effect. Hence it can prolong the service and practical life of buildings.
- c) *Aesthetic benefits:* The support for the preservation of plants has been attributed to the attraction that many human beings feel for a natural landscape.
- d) *Social benefits:* Plants provide places for meetings, establishing social contacts, isolation and escape from urban life, aesthetic enjoyment, viewing buildings from a distance and so forth.

3. Scope:

The scope of this policy is to develop/maintain Landscapes, Green belts and provision of Plants/Pots in the following offices:

- i. CMD/Directors offices, Patiala
 - ii. Corporate Five Story building (Shakti Sadan), Patiala
 - iii. Offices at officers Flats, PSTCL, Patiala
 - iv. SLDC Building , Patiala
 - v. CE P & M Head Quarter at Ludhiana
 - vi. Field offices (SE/Sr.Xen/AEE/AE)
 - vii. 400/ 220KV/132 KV substations control room , surrounding
 - viii. Rest Houses
 - ix. Any other property on lease/rent
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4. Aims & Objectives

To keep the environment pollution free and make the surrounding of work place more livelier, landscaping, Green belts and provision of flower pots is required. At present in number of offices such provisions have been made by the efforts of individuals. To make this effort in a systematic way a Horticulture policy at corporate level shall be adopted.

5. Development & Maintenance Procedure:

- i) The Horticulture activities regarding plantation/maintenance/provision of grass, hedges, ornamental plants, plants/pots, shady trees, flower beds, fertilizers etc. for all the offices and substations shall be as per Annex- 'A'
- ii) The work of Horticultural shall be outsourced through tendering process (subject to the maximum rate provided in the policy) after following prevailing Regulations/ Instructions of PSTCL. The concerned CE's shall implement the policy in different offices under their jurisdiction as mentioned under:

	Name of Offices	Officers
a)	CMD/ Directors offices, Corporate Five Story Building (Shakti Sadan), offices at Officer's Flats and another property on lease/ rent	CE/HR & IT
b)	SLDC	CE/ SLDC
c)	CE/P&M Head quarter at Ludhiana and P&M Field offices SE/ Sr.Xen/ AEE/AE including 400/220/132 KV Substations control room, surrounding	CE/ P&M
d)	TS Field Offices and Rest Houses , Mohali	CE/TS

Administration Department shall be responsible for the implementation of the Horticultural Policy of the Corporate as a whole.

- iii) Items to be provided departmentally (D (2) & D (3) of the Annexure-'A' attached herewith) shall be procured as per prevailing instructions of PSTCL.
- iv) A separate account head, Sub head for horticulture will be generated by the CFO Office and a separate budget will be allocated for development of Horticulture.
- v) The maximum limit of rates of Development and Maintenance given in the policy will be increased by 5% every year
- vi) Other terms and conditions applicable on service provider are as per (Annex-B)
- vii) Contract to the service provider may be given for minimum 2 years and can be extended by only one more year.

Annex-A

The detail of horticulture activities to be taken up at the offices and 132KV/220KV/400 KV substations of PSTCL, is given below:-

For Substations

S. No	Activity	Maximum Rate Rs/acre
A	25% of total area of substation be developed as Green Area subject to maximum 1 acre where colony is not existing at the substation	
B	40 No. Earthen pots with plants be provided in every Substation. For office buildings, the no. of pots/ plants/ trees will be decided, depending upon the area of the building, with the approval of Director/ Admn.	
C	Shady trees (to be arranged by PSTCL from Forest Deptt. Of Govt. of Punjab) be planted along boundary wall/road and open space where no electrical installation/over head lines exist and there is no future planning for providing such installations/ lines. The spacing between trees should be as recommended by Forest Department	
D	Development/Maintenance of Green Belt	Maximum Rate Rs/acre
1.	(a) Planting "Selection no.1" superior quality grass including ploughing the land, picking & collection of weed roots and its disposal to suitable site, leveling and dressing of land, (b) Planting ornamental/shady trees and seasonal flowers beds, hedge, shrubs etc	0.8 lac
2.	Providing "Selection no. 1" grass, shrubs, seasonal seedlings, fertilizers (organic, inorganic), insecticides/ pesticides, ornamental/shady trees and, hedge, etc.	0.4 lac
3.	Earthen Pot with Plant (Rs. 250/-each). The plant will be 3 to 5 year old and pots will be of 14" in size.	0.1 lac for 40 pots as per Sr.no B above
4.	Total one time development Charge	1.30 lac
5.	Total Maintenance Charges Per Year. A. Mtc. of lawn (8 times a year x Rs.1.25 per Sq.m x 3846 Sq.m) B. Mtc. of flower pots (4 times per month x 12 months x Rs 8 per pot x 40 pots) C. Mtc. of nursery (2 times per month x 12 months x Rs.3.5 per Sq.m x 200 Sq.m) D. Provision of pesticides/ manure/ seeds (Rs.9,380 lumpsum)	0.8 lac
E	Cutting of wild grass in the remaining area of substations (Max. four times a year) excluding switchyard	0.16 lacs (Total for four times @ Rs.0.04 lacs for each cutting)

Note- All plants will be procured from nearest Govt. Nursery

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Terms & Conditions:

1. All the machinery/equipment/flexible water pipes will be arranged and maintained by the contractor from his own source.
2. The garden waste will be disposed off by the contractor at the specified place with his own machinery and manpower.
3. Contractor will not further sublet the work.
4. All the plants material i.e. Grass, trees, shrubs, seasonal seedlings, and fertilizers (organic, inorganic) will be supplied by the department. However, in case of causality of plant material above 5%, the cost involved will be recovered from the contractor bills. All plants/shady trees will be procured/arranged from the Govt. Nursery/ Forest Deptt. of Pb.Govt.
5. The spray of insecticides/ pesticides whenever required will be done by the contractor with his own equipment whereas the same will be supplied by the department.
6. Payment to the contractor will be made monthly of the work done as per specified norms of particular month as certified by the incharge of building/ Substation.
7. The cost of Water/ electricity bills will be paid by the department.
8. The contractor is to do only plantation/maintenance as per contract, where as the cost of the major repair such as failure of tubewell bore/breakage of G.I. water pipes/ foot paths/ garden structure with windstorms and soil erosion and the expenditure thus involved will be borne by the department.
9. The failure to do the specified work in a particular month or work done below specification, can lead to cancellation of the contract.
10. The contractor shall be required to do the horticulture work anywhere in the Sub-Station/ Office as per instructions of officer in charge.

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