



## **NATIONAL HORTICULTURAL RESEARCH AND DEVELOPMENT FOUNDATION**

Bagwani Bhawan, 47, Pankha Road Institutional Area,  
Janakpuri, New Delhi - 110 058 Phones: 011-28524150, 28522211, 45138897  
E: mail: delhi@nhrdf.com visit us at [www.nhrdf.org](http://www.nhrdf.org) or [www.kvkdelhi.org](http://www.kvkdelhi.org)

Ref: NHRDF/HO/Tender/Empanelment of Printers 2023-24/3953 Dated: 07/12/2023

### **Empanelment of Printers**

Offers in sealed cover are invited from printing firms, having adequate experience in the printing, giving full details for empanelment for printing of different Books/Bulletin/Allied items/Stationery from time to time and various other printing items as per requirement in this office at above address.

The applicant firm should have its own printing press and adequate infrastructure for printing, binding & designing work with minimum experience of 10 years in field of printing and should have annual average turnover of Rs. 50 lakhs during last 3 financial year each. For details please visit our website : [www.nhrdf.org.in](http://www.nhrdf.org.in)

Rajbir Singh  
Chief Executive Officer



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**NATIONAL HORTICULTURAL RESEARCH AND DEVELOPMENT FOUNDATION**  
**- Head Office -**

BagwaniBhawan, Plot No.47, Pankha Road, Institutional Area, Janakpuri, New Delhi-110058 (India)

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Visit us at [www.nhrdf.org](http://www.nhrdf.org)

Information regarding eligibility criteria and other to be furnished by the firm for empanelment of printer:-

Name of the firm	
Name of proprietor	
Address for correspondence	
Mobile no.	
E-mail	
Year of establishment of firm	
Registration of firm	
Details of infrastructure owned	
Details of printing job done	
Names with contact persons of clients served	
The turn over during each of last 3 financial years	
Audited Annual Report of last 3 years	

1. The above details on separate sheet is to be submitted with a covering letter addressed to, the Chief Executive Offer, NHRDF, New Delhi.
2. NHRDF intend to print proformas as listed from S.no. 1 to 49 in addition to News Letter, Annual Report, Technical Bulletins etc. on a periodic basis.



### LIST OF PROFORMA USED IN NHRDF

S.No.	Name of Book
1	Application for sanction of advance
2	Application for leave (EL) other than casual leave
3	Application for availing Leave Travel Concession
4	Application for grant of encashment of earned leave
5	Application for reimbursement of medical allowance
6	CPL Office Order
7	Claim of local conveyance
8	Form of claim of over time allowance
9	Guest room allotment
10	Reimbursement of tuition fee
11	Submission of bill / voucher
12	Tentative/ revised tour programme for approval
13	Vehicle expenditure statement
14	File ordinary with lace
15	Indent book
16	Log book pad (Motorcycle)
17	Log book register (Car/Jeep/Tractor)
18	Private Journey Bill Book
19	Sanction Order for EL/ML
20	Vehicle Requisition Slip
21	Guest Room Entry Register
22	Bill Book
23	Field inspection report
24	G.R. Note Book
25	Invoice Book
26	M.T. Note Book
27	NHM (Inputs) receipt book
28	NHM (Financial) assistance receipt book
29	Sanction Order Book
30	Seed Return Proforma
31	Seed Receipt Proforma
32	Seed Procurement Proforma
33	Seed Processing Report Proforma
34	Seed Stock Register
35	Seed Production/Processing Register
36	Seed Analysis Result book (Seed Germination)
37	Tour Report
38	Undertaking for contract production of Bulb/Tuber
39	Undertaking for contract production of Seed
40	Gate Pass
41	Delivery Note
42	Cash Book (Receipt & Payment)

43	Cash Memo
44	Cash Receipt Book (MR)
45	Cash Voucher (A/c)
46	Journal Voucher Pad
47	TA / DA Bill
48	Tax Invoice
49	Income Tax Declaration