

**PD/GEN/Acharya Brahaspati/Pen Drive/2019**  
**Indira Gandhi National Centre for the Arts**  
**Publication Unit**

**28th June, 2019**

**Invitation of Quotation**

IGNCA is intends to invite rates from reputed agencies to supply of special Pen Drive having grooves on both side. The details are as under.

**Specifications: Pen Drives**

- Quantity: (i) 800 nos. 16 GB Pen drives  
(ii) 16 GB matter to be rewrite on each the pendrives. These are to be non re-writable.  
The quality should be exceptionally good. (set of 4 pendrives to be re-write)  
**Total:  $800 \div 4 = 200$  sets of pendrives.**

The pen drives should be specially designed with grooves both the sides. The grooves should have depth/width according to the thickness of the board (back cover) where these are to be inserted. (Rates for pendrives and re-writing be quoted separately).

**Terms and Conditions**

1. The rates quoted by the firm should be valid for 1 year from the date of opening of rates.
2. The interested firm/agency may visit IGNCA on any working day 10 a.m. to 5:30 p.m., if desired to see the sample.
3. Other items & rates, if any may also be included while quoting rates. No conditional rates will be considered
4. Payment will be considered after satisfactorily execution of work.
5. Once rates are submitted no addition, alteration or change shall be accepted in the rates and conditions.

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6. IGNCA reserves the right to accept or reject any or all rates without assigning any reason.
7. In case of delay in supply of pen drive, or defected pen drive, (both separately defective rewriting, IGNCA shall have the right to reject pen drive/pendrives as deemed fit by Competent Authority.
8. The matter recorded pendrive (4 nos.) will be provided by the IGNCA for copy on the specially designed Pendrives of the GB each.
9. On Pendrives marking of 1,2,3 & 4 should be given which should be non smudge and permanent (set of 4)

**You are requested to quote your rate for pen drive (with special design) of 16 GB and recording-nonrewritable of the above job. The signed & sealed quotation must reach to Director (Publication), Publication Unit, Indira Gandhi National Centre for the Arts, 11, Mansingh Road, New Delhi-110011 latest by 5th July, 2019 at 3.00 p.m.**

**Director(Publication  
IGNCA,  
Publication Unit  
11, Mansingh Road, New Delhi-11**