



## टाटा सामाजिक विज्ञान संस्थान Tata Institute of Social Sciences

Deemed University under Section 3 of the University Grants Commission Act (UGC), 1956

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Ref: TISS/CC/NIT/16/009

January 18, 2016

### Notice Inviting Tender for Centralised Printer cum Copiers on Hire

Tata Institute of Social Sciences invites sealed quotations (under two bid system- Technical bid and Financial bid) for Deploying the Centralised Printers with Scanning and Copier options on Hire with functioning of printer maintained routinely by the qualified vendors at various location in the Institute in Mumbai Campus (Main Campus & Naoroji Campus) for the period of 3 years.

The Institute computers and laptops predominately use Linux (Ubuntu) as its Operating System. The printers proposed by the vendors should be compatible in working with Linux Operating System.

The Institute uses PaperCut as the Print Management Software, wherein printers should be connected to work with only through the software. More information about the software may be found at [www.papercut.com](http://www.papercut.com)

The Vendor should provide with the brand new machines in all the locations. The machines may be provided as per the volume of the printing needs at various locations. Annexure-1 provides the location and the last 6 months average printing usage need which may help you to design the project.

The Vendor should provide with the resident engineer with necessary parts for replacement along with the standby machine, which has to be replaced whenever the printing downtime is beyond 8 hrs.

The machine should be replaced if the hardware problem continues for more than 5 times in a month time. The replacement of printer has to be provided if its printing volume crosses the designated life cycle of the printer.

The Vendor should have the software / expertise in using call management / ticketing

system in order to maintain the list of all the calls attended by the Engineer. The Report is required to be submitted with various category along with bill.

The vendors should have more than three years of experience in providing printing management system in more than 10 locations in Mumbai. It should also be atleast 3 locations of the similar nature of the requirement of the Institute.

The printing counting will be done based on the overall printing usage with the minimum committed usage fixed. In case the particular printer which could not print the required volume of print it can be shared with other printers.

The overall printing for the month is less than minimum committed then it can be carried forward to the next month and vice versa. If any additional usage of printer has incurred may be cleared after six months.

The vendor should submit the following document as part of the bid

1. Profile of the Company
2. Audited IT statements for last three financial years
3. Profile of Key Personnel's involved in this project
4. two reference of similar nature of the deployment

In case of any queries or clarification kindly get in touch with Mr. Sachin Chalke, Technical Assistant on phone 022-25525291 or mail [sachin.chalke@tiss.edu](mailto:sachin.chalke@tiss.edu)

Kindly submit your sealed bids in two separate covers in the duly filled in, signed, and sealed by you on or before 15th February, 2016 to the Comptuer Centre, Tata Institute of Social Sciences, Sion Trombay Road, Deonar, Mumbai 400 088. on any working days between 10.30 a.m. and 5.30 p.m. superscribing as 'Quotation for Deploying the Centralised Printers cum Copier machines on Hire - Ref: TISS/CC/NIT/16/009'.

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