

**Expression of Interest for empanelling agencies for Data Entry / Digitization and Scanning of document at:**

1. Navi Mumbai
2. Kolkata
3. New Delhi
4. Chennai

UTIITSL is interested to empanel the agencies for Data entry/ Digitization and Scanning of documents at the aforesaid locations and invites the Expression of Interest location wise from the owners of Data entry/ Digitization and Scanning of documents agencies.

**Eligibility Criteria:-**

1. The agencies should be capable of performing minimum of 1000 forms data entry, scanning, signature and photograph cropping within 24 hrs from the data collected and with desired quality levels as per Annexure- I
2. Own/hired Manpower of minimum 15 persons.
3. Minimum hardware installed at site
  - a. 10 Desktops Computers.
  - b. 3 high end scanners with a minimum capacity of 50 pages per minute.
4. Company Profile showing details of above experience, manpower and hardware should be enclosed with the EOI.

On receipt of such Expression of Interest the eligible vendors will be invited for financial bids subsequently.

Though the onus of proof lies with the vendor/agency, UTIITSL reserves the rights to verify the facts mentioned in the Expression of Interest by inspecting their infrastructure, man power and other related documents mentioned before inviting financial bids.

**Instructions:**

1. The Expression of Interest should be forwarded to UTIITSL regional offices for example:
  - a. for Navi Mumbai, EOI should be forwarded to , Assistant Vice President, UTI Infrastructure Technology And Services Ltd, Plot 3, Sector 11, CBD Belapur , Navi Mumbai- 400614
  - b. for New Delhi, EOI should be forwarded to Assistant Vice President, UTI Infrastructure Technology And Services Ltd, 174, 1<sup>st</sup> Floor, Rajendra Bhavan, (DDA Building), Rajendra Place, New Delhi- 110008
  - c. for Kolkata, EOI should be forwarded to Assistant Vice President, UTI Infrastructure Technology And Services Ltd, 29 N S Road , Ground Floor, Opp Gilander House & Standard Chartered Banks, Kolkata- 700001,
  - d. for Chennai, EOI should be forwarded to Assistant Vice President, UTI Infrastructure Technology And Services Ltd, 45, Justice Basheer Ahmad Building, Second Line Beach, Chennai- 600001
2. The Expression of Interest can be forwarded by Owner or owner's representative. Representative will have to enclose the letter of authority along with this offer or before the invitation of Financial Bids. Otherwise the offer is liable to be considered null and void at any stage as per the decision of UTIITSL.

The Expression of interest form can be freely downloaded from the website of [www.utitsl.co.in](http://www.utitsl.co.in) or can be obtained free of cost from the office of UTI Infrastructure Technology And Services Ltd mentioned above.

Senders name & address:

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**To,**

The Assistant Vice President,  
Department of Administration,  
UTI Infrastructure Technology And Services Ltd,  
Plot 3, Sector 11, CBD Belapur,  
Navi Mumbai 400614

Sir,

**Expression of Interest for empanelling Digitization & Scanning of document at:** \_\_\_\_\_

(Write the name of city/ location where digitizing and scanning of document is proposed to be given)

This offer is with reference to the advertisement released in the press/ put up on the websites of UTI Technology Services Ltd., for taking Data Entry, Digitization & Scanning of PAN application

We declare that:

1. We are capable of performing minimum of 1000 forms data entry, scanning, signature and photograph cropping within 24 hrs from the data collected and with desired quality levels as explained to us.
2. We have own/hired Manpower more than 15 persons.

3. We have the following hardware installed at site
  - a. More than 10 Desktops Computers.
  - b. More than 3 high end scanners with a minimum capacity of 50 pages per minute.
4. We have enclosed the Company Profile showing details of above experience, manpower and hardware.
5. We know that the agencies which are not as per the location / city indicated would be summarily rejected even without inspection.
6. We know that the financial bids would be invited from the agencies which are short listed.

Our details are mentioned as under:

<b>Sr no</b>	<b>Description</b>	<b>Details</b>
1	Name of the Vendor	
2	Address of the Vendor where the correspondence will have to be made	
3	a. Telephone no. with STD code b. Mobile No. c. Fax No. d. Email.	
4	PAN no. of the vendor	
5	Name of concerned official who will take care of software training.	
6	No of Manpower a. Owned b. Hired	
7	No of Desk top computers	

8	No of Scanners																																		
9	Capacity of scanners:																																		
	<table border="1"> <thead> <tr> <th></th> <th>Make and Model</th> <th>Scanning capacity per minute</th> </tr> </thead> <tbody> <tr> <td>Scanner 1</td> <td></td> <td></td> </tr> <tr> <td>Scanner 2</td> <td></td> <td></td> </tr> <tr> <td>Scanner 3</td> <td></td> <td></td> </tr> <tr> <td>Scanner 4</td> <td></td> <td></td> </tr> <tr> <td>Scanner 5</td> <td></td> <td></td> </tr> <tr> <td>Scanner 6</td> <td></td> <td></td> </tr> <tr> <td>Scanner 7</td> <td></td> <td></td> </tr> <tr> <td>Scanner 8</td> <td></td> <td></td> </tr> <tr> <td>Scanner 9</td> <td></td> <td></td> </tr> <tr> <td>Scanner 10</td> <td></td> <td></td> </tr> </tbody> </table>		Make and Model	Scanning capacity per minute	Scanner 1			Scanner 2			Scanner 3			Scanner 4			Scanner 5			Scanner 6			Scanner 7			Scanner 8			Scanner 9			Scanner 10			
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Scanner 10																																			
10	Whether Continuous supply of electricity is there	Y / N																																	
11	In case of power failure if there is any backup of power in the form of UPS / Generator.	Y / N																																	

**Annexure- I**

The AGENCY shall capture data of all the fields, prescribed in the form, and as per the format provided by UTIITSL, from time to time.

**Option A**

1. **PAN application form (F49A)**: For PAN application form, the agency must read the details required to be captured on an existing PAN application form (form 49-A). A sample of such PAN form can be downloaded from our website [www.utitsl.co.in](http://www.utitsl.co.in). The AGENCY shall scan the form and all the documents attached with PAN application along with photograph & signature. In case of PAN forms the cropping of photograph, signature and document image (i.e. only front page of application) should be in “. jpeg” format and scanned image of application and all documents in “.tiff” format. It means that the first page of the PAN application should be scanned twice once in “. jpeg” format and second time in “.tiff” format. The formats should be as per the specimen provided by UTIITSL. The total number of documents in a PAN application to be scanned would range between 4 to 6 pages. The total number of pages for digitization in a PAN F 49-A form is 2 pages and 14 fields. This entire set of PAN form and attached documents is called a file and the bidder is to quote for scanning and digitization of a file as one unit.

**Scanning specifications:-**

1. Form Scanning (front Page) 150 resolution -grayscale
2. Photo Scanning 300 resolution, Photo Cropping & image clearing  
18mm\*18mm
3. Signature scanning 300 resolution –black and white

4. Document scanning 200 resolution – grayscale.
5. Merging of document for each file.
6. Indexing:

Data Entry:-

1. Level I – 40 Fields (600 characters)
2. Level II 10 fields (250 characters)
3. Data Validation
4. Output file generation

**Option B**

2. **CSF:** for the CSF form, the agency must read the details required to be captured on an existing CSF application form. A sample of the CSF form can be downloaded from our website [www.utitsl.co.in](http://www.utitsl.co.in). The AGENCY shall scan the form and all the documents attached with CSF application along with photograph & signature. In case of CSF forms the cropping of photograph, signature and document image (i.e. only front page of application) should be in “.jpeg” format and scanned image of application and all documents in “.tiff” format. It means that the first page of the PAN application should be scanned twice once in “.jpeg” format and second time in “.tiff” format. The formats should be as per the specimen provided by UTIITSL. The total number of documents in a CSF application to be scanned would range between 4 to 6 pages. The total number of pages for digitization in a CSF form is 1 page and 10 fields. This entire set of CSF form and attached documents is called a file and the bidder is to quote for scanning and digitization of a file as one unit.

Scanning specifications:-

1. Form Scanning (front Page) 150 resolution -grayscale
2. Photo Scanning 300 resolution, Photo Cropping & image clearing  
18mm\*18mm
3. Signature scanning 300 resolution –black and white
4. Document scanning 200 resolution – grayscale.
5. Merging of document for each file.
6. Indexing:

Data Entry:-

1. Level I – 25 Fields (450 charecters)
2. Level II 10 fileds (250 charecters)
3. Data Validation.
4. Output file generation.