

OFFICE OF THE CHIEF ENGINEER
LOCAL SELF GOVERNMENT DEPARTMENT
3RD FLOOR, REVENUE COMPLEX
PUBLIC OFFICE COMPOUND,
THIRUVANANTHAPURAM -33

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No. DB1/7942/2014/CE/LSGD

24.07.2014

CIRCULAR

- Ref: (1) Govt. Letter No. 29665/DC3/2013/LSGD dated 27.08.2013
(2) Order No. KSTIM/DIR/3722/2013/2196 dated 24.10.2013 of The Director, Kerala IT Mission,
Thiruvananthapuram

The Digital Signature for E-tendering is supplied by National Informatics Centre (NIC). It is reported that the server of NIC issuing Digital Signature Certificates (DSC) is not functioning and NIC is returning/ not accepting applications for DSCs. Government, vide letter referenced (1), has informed that Digital Signature Certificate can be procured from any provider empanelled by IT Mission. Kerala IT Mission, vide reference (2) has empanelled 2 Certifying Authorities, M/s eMudhra Consumer Services Ltd, Bangalore and M/s (n)Code Solutions, Bangalore for issuing Digital Signature Certificates. As such, all the Engineers who are yet to obtain Digital Signature Certificates may procure the same from the empanelled Certifying Authorities till the NIC server becomes functional. The references and the application form of empanelled agencies are enclosed alongwith.


Chief Engineer



GOVERNMENT OF KERALA

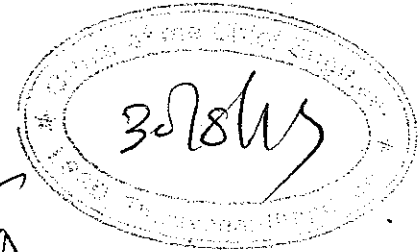
IMMEDIATE

No. 29665/DC3/2013/LSGD.

Local Self Govt.(DC) Dept.,
Thiruvananthapuram, 27.8.2013.

From
The Secretary to Govt.

To
The Chief Engineer, LSGD
Thiruvananthapuram.



9778
2.19

30/8/13
Sir,

Sub:- LSGD - Implementation of e-tendering in LSGD- reg.

- Ref:-
- 1) Your Lr.No.DB1-7942/10/CE/LSGD dated 31/7/13 from the CE, LSGD.
 - 2) Minutes of the meeting held on 29.7.2013 at the chamber of Addl. Secretary, LSGD.

In inviting attention to reference cited, I am to inform you that you are authorized to obtain Digital Signature Certificate from any provider empanelled by IT Mission giving priority to Grama Panchayats with schemes above 25 lakhs.

31/8

Yours faithfully,
S.D.Sunilkumar,
Under Secretary
For Secretary to Govt.

Approved for issue,

Section Officer.

DB1

31/8

DB1
2/9

PROCEEDINGS OF THE DIRECTOR, KERALA STATE IT MISSION,
THIRUVANANTHAPURAM
Present : Shri P Bala Kiran IAS

Sub:-Empanelment of Certifying Authority - Issuance of Digital Signature – regd.

No: KSITM/DIR/3722/2013/2196

Dated, Thiruvananthapuram, 24.10.2013

Read:-(1) Request for Quote issued by KSITM dated 23-08-13
(2) PKI/GNFC/KSITM/08/0109 dated 30-08-13
(3) eMudhra/PKI/DSC/BLR/FY13-14/MR/006 dated 28-08-13
(4) Minutes of meeting – Bid opening- 31-08-13
(5) Minutes of meeting – Empanelment of CA for issuance of DSC- 10-09-13
(6) Letter no KSITM/ e-Proc/3722/1966 dated 23-08-13
(7) Agreement with (n)Code solutions, Bangalore
(8) Agreement with eMudhra Consumer Services Ltd., Bangalore

As per reference cited at 1, IT Mission had published a Request for Quote (RFQ) for empanelling Certifying Authorities (CA) for issuance of Digital Signature Certificate (DSC) . Accordingly, vide reference cited at 2 & 3 above, two commercial proposals were received from:

1. M/s eMudhra Consumer Services Ltd., Bangalore
2. M/s (n)Code solutions, Bangalore

Vide reference cited at 4 above, it was decided to empanel the agency who quoted the lowest (L1) and also to empanel other agency subject to matching of L1 price. Vide reference cited at 5 above, it was decided to empanel both the above Certifying Authorities. The certifying Authorities were requested to execute an agreement for completion of the empanelment procedure and accordingly, separate Agreements have been submitted by M/s eMudhra Consumer Services Ltd., Bangalore and M/s (n)Code solutions, Bangalore respectively.

ORDER

In view of the above, the following Certifying Authorities(CA's) are empanelled for issuance of Digital Signature Certificates for a period of 1 year at the below mentioned rates. The CA's would ensure that the local contacts are provided to Kerala state IT mission and ensure that the DSC's are provided as per agreement terms.

1. M/s eMudhra Consumer Services Ltd., Bangalore
2. M/s (n)Code solutions, Bangalore

Empanelled prices:

P. BALA KIRAN. I.A.S.
DIRECTOR
Kerala State IT Mission,
Department of Information Technology


Particulars	Validity (in years)	DSC Unit price (In Rs.)	Total Unit price with e-token (e- token price – Rs. 400/-)
Class 2 DSC (Signing) with e-Token	2	150	550
Class 2 DSC (Signing & Encryption) with e-Token	2	250	650
Class 3 DSC (Signing) with e-Token	2	400	800
Class 3 DSC (Signing & Encryption) with e-Token	2	750	1150

To,

1. M/s eMudhra Consumer Services Ltd., Bangalore
2. M/s (n)Code solutions, Bangalore

Copy to:

1. The Head, e-Governance, KSITM - for information
2. The Finance Officer, KSITM - for information
3. The Administrative Officer (I/c) - for information
4. Stock File


P. Bala Kiran IAS
 Director
P. BALA KIRAN. I.A.S.
 DIRECTOR
 Kerala State IT Mission,
 Department of Information Technology

DIGITAL CERTIFICATE FOR INDIVIDUAL - APPLICATION FORM



PLEASE FILL IN BLOCK LETTERS ONLY

For form filling please follow the instruction in <http://www.e-mudhra.com/instruction.html>

Application ID (For Office Use Only)

Signature

Encryption

CLASS

- ☐ Class 2
☐ Class 3

TYPE

- ☐ Signature
☐ Encryption

VALIDITY

- ☐ 1 Year
☐ 2 Years

Affix recent passport size photograph of the applicant duly signed across

USB TOKEN

- ☐ Required ☐ Not Required

APPLICANT INFORMATION

Applicant Details LAST NAME FIRST NAME MIDDLE NAME

Date of Birth Gender ☐ Male ☐ Female Nationality

Communication Address ☐ Residence ☐ Office (as per the address proof submitted)

City State

Pin code Telephone Mobile

Email ID PAN

Declaration

I hereby agree that I have read and understood the provisions of e-mudhra Certification Practice Statement (CPS) and the subscriber agreement and will abide by the same. The information provided in this Digital Signature Certificate request form is true and correct to the best of my knowledge and I accept publishing my certificate information in e-Mudhra repository.

Date

Place

Seal & Stamp (If any)

Signature of the applicant

TO BE FILLED BY RA OFFICE ONLY

I declare that the applicant has provided correct information in this application form. I have checked and verified the application form and supporting documents.

Date

Place

RA Name, Code & Seal

Signature of RA

Checklist / Document Proof: Identity Documents (Any one of below)

- ☐ Passport ☐ Driving License ☐ PAN Card ☐ Post Office ID Card
☐ Aadhaar Card ☐ Bank Account Passbook ☐ Government ID Card

ID Number

Checklist / Document Proof: Address Documents (Any one of below)

- ☐ Telephone Bill ☐ Water Bill ☐ Gas Connection ☐ Electricity Bill
☐ Passport ☐ Vehicle Registration Certificate ☐ Aadhar Card ☐ Driving License
☐ Bank Statement ☐ Voter ID Card ☐ Service Tax / VAT / Sales Tax Registration Certificate
☐ Property Tax / Corporation / Municipal Corporation Receipt

Registration Form for Class 2 Digital Certificate



Customer Identification Number : _____ (for office use only)

Validity

1 Year ☐

2 Year ☐

Type

Only Signing ☐

Sign & Encrypt ☐

Applicant Name

Surname

First Name

Middlename

Email ID

Date of Birth

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Affix recent passport size photograph of the applicant

Applicant to sign across the photograph extended to application form

Residential Address

(As mentioned in attached supporting)

Town/City/District

State/Union Territory

PIN

Contact No.

PH

MO

Identity Detail of Applicant

Please tick any one and enclose the copy of same

- ☐ *PAN Card
 ☐ Postoffice ID Card
 ☐ Driving License
 ☐ Passport
 ☐ Govt. ID Card
 ☐ Copy of Bank Account Passbook containing photo & signed by applicant with attestation by concerned Bank Officer

*For PAN based DSC, pls provide the PAN Card details and enclose the copy of same.

I hereby agree that I have read and understood (n)Code Solutions CA CPS and the subscriber agreement and promise to abide the same. I have read and understood guidelines for storage of private keys mentioned in (n)Code Solutions CPS and risk involved by using other storage devices to store private keys. I shall be held responsible for all risks arising out of not using USB Crypto Tokens to store private key.

DETAILS REQUIRED IF APPLICANT IS FOREIGN NATIONAL :

Nationality :

Visa Details :

Passport No. :

INSTRUCTIONS:

- Please fill the form in English only in legible format.
- The details are required to obtain Class 2 Individual Certificate and will bear Object Identification as 2.16.356.100.2.2
- Incase keypair has been compromised/lost/deleted, please apply for revocation of certificate.
- Incomplete application is liable for Rejection.
- Please refer to the CPS for more information.
- All supporting documents should be attested by Gazetted Officer or Bank Manger or Post Master. Alternatively the applicant can present originals to LRA for verification and attestation.
- The Validity of address proof in case of utility bills shall not be older than 3 months from the date of application.
- For any assistance Please get in touch with us at : dscsupport@ncode.in or call : 1800 - 233 - 1010.

Date :

Place :

Signature of Applicant

Verified by (n)Code Office

Seal & Signature

For LRA use only

All Documents Checked & Verified by :

LRA Name, Seal & Signature

Toll Free : 1800 – 233 – 1010

www.ncodesolutions.com



Registration Form for Class 2 Digital Certificate



Customer Identification Number : _____ (for office use only)

Documents Required for Verification

Checklist of the document to be submitted with Application

1 Attested copy of any one documents as proof Identity. (Please tick the one submitted)

- ☐ PAN Card
 ☐ OR
 ☐ Driving License
 ☐ OR
 ☐ Passport
 ☐ OR
 ☐ Post Office ID Card
 ☐ OR
 ☐ Government ID Card
- ☐ OR
 ☐ Copy of Bank Account Passbook containing photo & signed by applicant with attestation by concerned Bank Officer

Document as proof of Address (Please tick the one submitted)

2 Attested copy of documents as proof of Address. (Please tick the one submitted)

- ☐ Telephone Bill
 ☐ OR
 ☐ Voter ID Card
 ☐ OR
 ☐ Passport
 ☐ OR
 ☐ Gas Connecton
 ☐ OR
- ☐ Electricity Bill
 ☐ OR
 ☐ Water Bill
 ☐ OR
 ☐ Driving License/RC
 ☐ OR
 ☐ Property Tax / Corpoation Tax Municipal Corporation Receipt
- ☐ OR
 ☐ Bank Statement attested by the Bank
 ☐ OR
 ☐ Services Tax / VAT Tax / Sales Tax Reg. Certificatte

Payment Details (Applicable for applicant obtaining DSC from any of (n)Code Offices)

Cheque / D.D. to be Drawn in favour of "(n)Code Solutions, Division of GNFC Ltd." (Cheque should be "Payable at Par")

Date : _____ Bank Name : _____ DD / Cheque No. : _____ Amount : _____

(n)Code Offices

Corporate Office Ahmedabad : 079-4000 7300 • dscsales@ncode.in

Mumbai

022-22048908

mumbaisales@ncode.in

Delhi

011-26452279/80

northsales@ncode.in

Bangalore

080-25272525

southsales@ncode.in

Chandigarh

0172-2707732

punjabsales@ncode.in

Surat

0261-3003690

suratsales@ncode.in