

Digital Signature Certificate for e-Procurement

A Digital Signature Certificate (DSC) is used to authenticate and validate a process. It is an integral part of e-Procurement project which uses the DSC for signing, bid opening and evaluation process.

Vide proceedings no. DDFS/Admin/517/2014-KSITM/ 9532 dated 06-12-2014 (attached), Kerala State IT Mission (KSITM) has empanelled the following vendors for issuance of DSC:

1. Sify Technologies Limited
2. eMudhra Consumer Services Ltd

For the purpose of e-Procurement project, a **Class 2 DSC** is required by the users. Based on the below tabulated roles, a user shall apply for a class 2 DSC with or without encryption:

Role	Type of DSC Required
Nodal Officer	Signing
Procurement Officer Admin (Tender Creator)	Signing
Procurement Officer Publisher(Tender Publisher)	Signing
Procurement Officer Opener(Tender Opener)	Signing & Encryption
Procurement Evaluator(Tender Evaluator)	Signing
Admin Reports	Signing
Auditor	Signing

Following is the procedure for obtaining a DSC by department user:

1. Download the DSC application forms, including procedure for applying can be downloaded from “DSC empanelment” menu under <http://www.itmission.kerala.gov.in> website and select “DSC for e-Procurement project”.
2. Duly fill and sign DSC application form as per procedure at **ANNEXURE 1**
3. Department needs to make an advance payment as per empanelled price tabulated in the IT Mission’s proceedings. Demand Draft (DD) needs to be taken in the following manner based on the application form filled:
 - a. For e-Mudhra Consumer Services Ltd – DD may be taken in the name of “Analytix Corporate Solutions Pvt. Ltd.”.
 - b. For Sify Technologies Ltd – DD may be taken in the name of “SCS Corporate Solutions India Pvt. Ltd.”
4. Once the application is duly filled, signed and DD has been taken as required, department user may contact nearest collection point of respective CA, whose form is filled, for pickup of DSC application form. List of collection centres are attached.



5. An MIS report will be available for viewing and download from “DSC” menu button under <http://www.itmission.kerala.gov.in> website. This is required to verify the time taken by respective CA to issue DSC of a user. If there any discrepancies in the duration stated in the report, same may be brought to the notice of IT Mission.
6. Please contact IT Mission in case of any delay in collection or processing of DSC applications

Procedure for filing DSC application form

The users shall fill-up the DSC application form of any of the empanelled CA as per proceedings. **All users are advised to verify the below procedure and proof of documents mentioned in the respective DSC application form too for confirmation.**

General Instructions for Filling up DSC Application Forms:

- Please fill the form in BLOCK LETTERS only.
- Inconsistent/incomplete applications are liable to be rejected.
- Email ID in the application should be a valid and active email ID belonging to Applicant, in order to issue the certificate.

Document Proof:

- All Address proof documents should have the complete address for the purpose of accepting the same as proof. Following may be given as address proof provided the same is not older than 3 Months for:
 - ✓ Telephone Bill
 - ✓ Water Bill
 - ✓ Gas Connection
 - ✓ Electricity Bill
 - ✓ Bank Statement
- Following can also be accepted as address proof provided it should be of current Financial year for:
 - ✓ Service Tax / VAT / Sales Tax Registration Certificate
 - ✓ Property Tax / Corporation / Municipal Corporation Receipt
- Bank Account Passbook should be containing the Photograph and signed by an individual with attestation by the concerned Bank official.
- Attestation of ID and Address proof documents by any:
 - ✓ Gazetted Officer
 - ✓ Bank Manager
 - ✓ Post Master
- Attestation of Organization documents is mandatory by any one of below:
 - ✓ Gazetted Officer
 - ✓ Bank Manager
 - ✓ Post Master
 - ✓ Company secretary



Analytix Corporate Solutions Pvt Ltd
First Floor | the Star Building
Veekshanam Road | Kochi | Kerala | 682 018
Tel – 0484 2102241, 3199600

Circular No. 04/2014

Sub: Enablement of DSC processing centre

We are happy to announce that from today onwards we started 15 DSC processing centers for each districts all over Kerala. They will receive the application, process and dispatch the token within specific time period.

All authorities under government / Panchayath / Municipality / Corporation / LSGD / NREGS etc... can send application for Digital Signature to the following district based authorities under eMudhra.

Rate

Signature (With USB token) – Rs. 575/-

Signature & Encryption (With USB token) – Rs. 675/-

Payment mode

DD in favor of **ANALYTIX CORPORATE SOLUTIONS PVT. LTD.**, payable at ERNAKULAM

Bank Name: ICICI Bank

Branch: Palarivattom Branch

Account No.: 102905001048

Name: Analytix Corporate Solutions Pvt. Ltd.

IFSC Code: ICIC0001029

DSC – Processing Centre Details

Srl No	Name	Email Id	Contact Number	District	Address
1.	A Latheesh	a.latheesh@gmail.com	9495345572 04994227121	Kasargod	Accounting Center, Door no: KMC 3/871P, Ceeyel complex, Old bus stand, Kasargod - 671121
2.	Sukesh	precisekannur@gmail.com	9995381125	Kannur	Precise Accounting solution, Room no: Z 21, Delta Tower, N.H Road, Thana, Kannur-670012
3.	Faizal	ftm786@gmail.com	9847752786 04936202113	Wayanad	K Rajan & Co, Trident Arcade, Pinangode Road, Kalpetta, Wayanad- 673121
4.	Abdul Bari A K	akabari@yahoo.com	9387222297 04954024450	Kozhikode	Akshaya e-centre, Amrutha Building, West hill, Kozhikode-673005
5.	Ravi Kumar	raviambakatt@gmail.com	9847271776	Malappuram	Tax Advising centre, 33/1669-II nd floor, Cholayil complex, Near juma masjid, Court road, Manjeri -676121
6.	Meena Rajendran	dmudhra@gmail.com	9447175438	Palakkad	Rajendran Associates, Chartered Accountants, 18/385, Near hotel indraprastha, English church road, palakkad, pin- 678001

7.	Sijo P L	sijopl9@gmail.com	9847320424	Thrissur	SPL and Associates, X/37/93, Adam Bazar building, Rice Bazar, Thrissur – 680001
8.	Manoj Kumar	dsc@analytix.org	9567867518 9567867512	Ernakulum	Analytix Corporate Solutions Pvt Ltd, 41/2219, first floor, The stars building, Veekshanam road, Ernakulum, Cochin- 18
9.	Binoy Sebastian	binoykarimattathil@gmail.com	9446717739 9142057799	Idukki	Tax Pioners, Opp.civil station, Thodupuzha, Idukki District, pin-685584
10.	Raj Pramod	edmaschry@gmail.com	8943787979	Kottayam	Room no:16, 1st floor, Revenue tower, Changanasserry, Kottayam-686101
11.	Lorance Sebastian	ktmkarunya@yahoo.in	9847032693 04812580184	Kottayam	Akshaya e-centre, c/o Karunya institute of computer technology, Azad lane, Thirunakkara, Near Bharath hospital, Kottayam- 686001
12.	Sasidharan Nair	sreekamalasais@gmail.com	9895496180	Alappuzha	Sreekamalasais Accounting Center, kampikkakam, Kottamkulangara ward, Avalookunnu p.o, Alappuzha – 688006
13.	Jayan P	pjayanpta@yahoo.co.in	9447402650 04682886650 04682322650	Pathanamthitta	Jayan & Co, Opp. Dhanya & Remya Theatre, T K Road, Pathanamthitta – 689645

14.	Santhosh Maheswar	finactsolutionsklm@gmail.com santhoshmaheswar@gmail.com	9895031572	Kollam	Finact - Financial & accounting solution, Near CPM DC Office, Vikas nagar, Polythodu, Kollam- 691021
15.	RI Vinod Kumar	vinurl@yahoo.com	9447242423 9746553150	Trivandrum	V & A Associates, T.C.38/404, Sreevas building, Chenthitta, Chalai P.O Trivandrum- 695036

Analytix Corporative Solutions Pvt Ltd

Registered Authority of e-Mudhra

DIGITAL CERTIFICATE FOR ORGANISATION - APPLICATION FORM

For Subscribers of GOVERNMENT ORGANISATION / AGENCIES / DEPARTMENTS

PLEASE FILL IN BLOCK LETTERS ONLY ***All fields are mandatory 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

L A S T N A M E F I R S T N A M E M I D D L E N A M E

Applicant Details

Date of Birth Gender ☐ Male ☐ Female Nationality

ORGANISATION DETAILS

Organisation Name

Department

Address

City State Pin code

Telephone Mobile Fax No

PAN of Organisation PAN of Applicant

Email ID

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

IDENTIFICATION DETAILS

Valid Identity Documents (Any one of below)

☐ Passport

☐ Driving License

☐ PAN Card

☐ Post Office ID Card

☐ Bank Account Passbook

☐ Government ID Card (Aadhaar, Voter ID, etc.)

ID Number

AUTHORISATION LETTER

To,

Date:

eMudhra Consumer Services Limited
3rd Floor, Sai Arcade, 56 Outer Ring Road
Deverabeesanahalli, Opp Intel
Bangalore 560103
Phone: +91 80 4336 0000

Dear Sir,

Sub: **Authorisation letter for obtaining Digital Signature Certificate.**

This is certify that Mr./Mrs./Miss. _____ (Certificate applicant)
has provided correct information in the 'Application form for issue of Digital Signature Certificate' to the best of my knowledge and belief. I hereby authorize him/her, on behalf of our
Organisation to apply for obtaining the following Class of Digital Signature Certificate issued by e-Mudhra.

☐ Class 2 Organisation☐ Class 3 Organisation

Details of Executive Authorising the applicants:

Signature:

Name:

Designation:

Employee Code:

Department:

Office Seal and Stamp

Contact Details

eMudhra Consumer Services Limited, 3rd Floor, Sai Arcade, 56 Outer Ring Road, Deverabeesanahalli, Opp Intel, Bangalore 560 103. Karnataka
Phone : +91 80 4336 0000 Fax : +91 80 4227 5306 Email : info@e-mudhra.com Web: www.e-mudhra.com

Digital Signature Certificate Subscription Form

Class of Certificate

Class 2

☐

Class 3

☐

Type of Certificate

Individual

☐

Signing

☐With
Org Name☐

Encryption

☐

Certificate Validity

1 Year

☐

2 Years

☐

Section 1: Subscriber Details

Name*: Designation : Date of Birth*: Gender*: ☐ Male ☐ Female

Address (Residential address in case of Individual or Organization address in case of DSC with ORG)

Organisation Name* : Door No/Building Name* : Road/ Street/ Post Office* : Town/ City/ District* : State/ Union Territory* : Country* : PIN Code* Telephone Number* (with STD Code): Mobile Number* : Email id* :

* Self Attested Photo

Section 2: Identity Proof Details

Photo Identity Proof*

Identity Proof Name

(Eg: Pan Card, DL, Passport, ...)

Identity Proof Number

Address Proof*

Address Proof Name

(Eg: Passport, DL, Latest
Telephone Bill, ...)

Note*: Subscriber's signature should appear on the Photo ID Proof.

Section 3: Declaration

I hereby declare that all the information provided on this Subscription Form for the purpose of obtaining a digital certificate is true and correct to the best of my knowledge. I am aware, as a subscriber for a digital signature certificate, the duties and responsibilities are applicable under the IT Act, India and the SafeScript CA's CPS <https://www.safescrypt.com/pdf/cps.pdf>.

Signature of the Subscriber*

Date*: Place*:

Note*: Subscriber has to sign before the Authorised LRA/Partner for Class3 DSC.

Section 4: Authorisation (*only for ORG DSC)

I, _____ acknowledge by my signature, that the Subscriber information in this document is complete and accurate as per our office records. I fully understand that the Subscriber is responsible to transact on the Organisation's behalf and I will ensure timely revocation of Digital Signature Certificate in case the employee leaves the company in future.

Signature & Organisation seal*

For office use only

Attestation By Sify Authorised LRA/Partner(*For Class3 DSC Only)

I hereby declare that the subscriber has personally appeared before me and submitted the original document copies of ID proof. I have verified the same with TRUE COPY.

Signature and Seal *

Date*

Name*

Note*: Safescrypt at its discretion, will make a telephone call to verify the details of the Subscriber.

SafeScript CA Services brought to you by:

Sify Technologies Limited, 2nd Floor, Tidel Park, #4 Rajiv Gandhi Salai, Taramani, Chennai - 600113. E-Mail: enquiries@safescrypt.com

Partner Name:

Date of Issuance:

City:

