

1. Users – Roles and responsibilities

List of personnel required for a tender to be processed through e-tender. All users should possess Class III DSC with signature and encryption

- a. Tender Creator- One
- b. Tender Opener- Two Technical and two financial
- c. Tender reviewer-one
- d. Tender Approver-one
- e. Tender Co-ordinator - one
- f. Tender Committee member/Tender Evaluator- min one
- g. Tender Accepting Authority – one

Tender creator and Tender Co-ordinator can be same person. For rest of the roles pls follow RITES SOP

2. Instructions for issue of DSC :

- a. The form can be downloaded from here .
- b. The form should be filled in blue ink
- c. Tick – Class 3, Validity- 2 years, Sign and Encryption
- d. All employees are requested to attach a self attested copy of RITES ID card
- e. Passport size photograph should be cross signed.
- f. The forms need to be authorised by the SBU head.
- g. A verification letter – Annexure 1 should be enclosed with the forms and authorised by the SBU head.
- h. A scanned copy of the letter should be sent to IT Department.
- i. All forms at ROC 1, ROC2 should be addressed to SBU head IT Division whereas other SBU heads should send the forms at locations given at Annexure 2

3. Internet Connection: Min 2 MBps

4. Configuration of PCs and Laptops

Two Laptop/Two PCs of the following configuration

- a. OS: Windows 2000 professional, Windows 7, Windows 8
- b. RAM: 4 GB
- c. Java: Java 8 update 25
- d. Browser: Internet Expoler 9 and above, Firefox Mozilla

Annexure 1

(On letter head of RITES Ltd)

Authorization Letter

Affix a
photograph of
SBU Head

To,
(n)Code Solutions, Division of GNFC Limited,
GNFC House,
E-223, East of Kailash,
New Delhi-110065.

Sub: Applicant Verification as per the CCA Guidelines for the purpose of Digital Signature Certificate issuance

Sir,

Herewith we are enclosing Application forms of following for issuance of class 3 Digital Signature Certificates from (n) Code Solutions.

S No.	Name of the Applicant (certificate applicant)	Email id	Employee Number of Applicant	Designation

We have gone through the CPS of (n) Code Solutions and we agree to abide by the same.

As a pre-requisite of the Identity Verification Guidelines by Controller of Certifying Authorities, we hereby certify as under:

1. All the applicants (as per names mentioned above) are working in RITES Ltd (Under Ministry of Railways)
2. All the applicants are physically verified by myself.
3. Their individual mobile numbers are active (to be put in DSC) and have been verified by myself.
4. I am enclosing my attested ID card.

Details of Authorized Signatory:

Name:

Designation:

Organisation : RITES Ltd.

Annexure 2

List of (n) Code Offices

Sno	(n)Code Office	Contact Person	Contact Details	Email ID	Address
	Delhi	Mr. Sachin Sethi / Ms. Anju, Mr.R.K. Agrawal, Anil Teckchandani	(011) 26452279 / 80 Mobile: Sachin: 08130033860. Anju: 09654375899 / 09654628018. Anil Teckchandani: 09810135371. R.K.Agrawal: 09891927888.	sasethi@ncode.in ; anju@ncode.in, anil@gnfc.in , rkagrawal@gnfc.in	E-223, East of Kailash, New Delhi-110 065
1	Mumbai	Mr. Sanjay Lokhande / Mr. Manish Acharya	09323870029 / 28	sslokhande@ncode.in mlacharya@ncode.in	7, Poddar House (2nd Floor), 'A' Road, Churchgate, Mumbai - 400 020, India
2	Ahmedabad	Ms. Deepa Pillai	079-40007323/431	dppillai@ncode.in ; dscsales@ncode.in	301, GNFC Infotower, Bodakdev, Ahmedabad - 380054. India
3	Bangalore	Mr. Nagaraj	080-25272525	snagaraj@ncode.in; southsales@ncode.in	3302/A, 8th Cross, 12th Main, H.A.L. 2nd Stage, Indiranagar, Bangalore - 560038.
4	Secundrabad	Mr. Rinku Gupta	9848539266, 9030039266 Support - +91 -40- 64521099	--	Parth Professional Solutions, 1st Floor, Saraswathi Nilyam,

					H.No.1-8-646(118/2RT), Prakash Nagar, Begumpet, Hyderabad - 500016
5	Chennai	Mr Dev Narayan	94440 87687	--	Exim Links International, New no.36, Old no.14, 2nd Floor, Errabalu chetty Street, Parrys, Chennai-600001
6	Kolkata:	Ms. Anju	9903982981, 26374024	26374025, --	135 Foreshore Road, Howrah 711102
7	Lucknow	Name: Mr. Sandeep Khare.	PH: 0522- 2206167. MOB: 09415051423.		GNFC LIMITED, NARMADA BHAWAN, C-2, TILAK MARG, DALIBAGH, LUCKNOW
8	Bhubaneswar	Mr.Manoj Dash	Phone : 0674 - 2430780 / 781 Fax : 0674-2430782 Mobile : 9238330785	orissaservunity@yahoo.co.in	Orissa Servunity Private Limited Padma Mangal, Plot No-3029,Ravi Talkies Road, Bhubaneswar, Orissa.
9	Nagpur	Ms. Nikita / Mr.Bharat	Extension for DSC - 0712-6638811/13 Ph: 0712 - 663 8888 (100 Lines) HelpDesk: +91 - 92252 45088	digitalsignature@charteredinfo.com	Chartered Information Systems Pvt. Ltd., Nagpur "Chartered House", West

					of Lata Mangeshkar Musical Park Bhandara Road, NAGPUR - 440008 INDIA Direct
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