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

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.

<table>
<thead>
<tr>
<th>S No.</th>
<th>Name of the Applicant (certificate applicant)</th>
<th>Email id</th>
<th>Employee Number of Applicant</th>
<th>Designation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Sno</th>
<th>(n)Code Office</th>
<th>Contact Person</th>
<th>Contact Details</th>
<th>Email ID</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Delhi</td>
<td>Mr. Sachin Sethi / Ms. Anju, Mr. R.K. Agrawal, Anil Teckchandani</td>
<td>(011) 26452279 / 80 Mobile: Sachin: 08130033860. Anju: 09654375899 / 09654628018. Anil Teckchandani: 09810135371. R.K.Agrawal: 09891927888.</td>
<td><a href="mailto:sasethi@nco.de.in">sasethi@nco.de.in</a>; <a href="mailto:anju@nco.de.in">anju@nco.de.in</a>, <a href="mailto:anil@gnfc.in">anil@gnfc.in</a>, <a href="mailto:rkagrawal@gnfc.in">rkagrawal@gnfc.in</a></td>
<td>E-223, East of Kailash, New Delhi-110 065</td>
</tr>
<tr>
<td>1</td>
<td>Mumbai</td>
<td>Mr. Sanjay Lokhande / Mr. Manish Acharya</td>
<td>09323870029 / 28</td>
<td><a href="mailto:sslokhande@nco.de.in">sslokhande@nco.de.in</a>; <a href="mailto:mlacharya@nco.de.in">mlacharya@nco.de.in</a></td>
<td>7, Poddar House (2nd Floor), ‘A’ Road, Churchgate, Mumbai - 400 020, India</td>
</tr>
<tr>
<td>2</td>
<td>Ahmedabad</td>
<td>Ms. Deepa Pillai</td>
<td>079-40007323/431</td>
<td><a href="mailto:dppillai@nco.de.in">dppillai@nco.de.in</a>; <a href="mailto:dscsales@nco.de.in">dscsales@nco.de.in</a></td>
<td>301, GNFC Infotower, Bodakdev, Ahmedabad - 380054. India</td>
</tr>
<tr>
<td>3</td>
<td>Bangalore</td>
<td>Mr. Nagaraj</td>
<td>080-25272525</td>
<td><a href="mailto:snagaraj@nco.de.in">snagaraj@nco.de.in</a>; <a href="mailto:southsales@nco.de.in">southsales@nco.de.in</a></td>
<td>3302/A, 8th Cross, 12th Main, H.A.L. 2nd Stage, Indiranagar, Bangalore - 560038.</td>
</tr>
<tr>
<td>4</td>
<td>Secundrabad</td>
<td>Mr. Rinku Gupta</td>
<td>9848539266, 9030039266 Support - +91 -40- 64521099</td>
<td>--</td>
<td>Parth Professional Solutions, 1st Floor, Saraswathi Nilyam,</td>
</tr>
<tr>
<td></td>
<td>City</td>
<td>Name</td>
<td>Phone</td>
<td>Email</td>
<td>Address</td>
</tr>
<tr>
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<td>-------------------------------------------------------------------------</td>
</tr>
<tr>
<td>5</td>
<td>Chennai</td>
<td>Mr Dev Narayan</td>
<td>94440 87687</td>
<td></td>
<td>Exim Links International, New no.36, Old no.14, 2nd Floor, Errabalu Chetty Street, Parrys, Chennai- 600001</td>
</tr>
<tr>
<td>6</td>
<td>Kolkata</td>
<td>Ms. Anju</td>
<td>9903982981, 26374025</td>
<td></td>
<td>135 Foreshore Road, Howrah 711102</td>
</tr>
<tr>
<td>7</td>
<td>Lucknow</td>
<td>Mr. Sandeep Khare.</td>
<td>PH: 0522- 2206167. MOB: 09415051423.</td>
<td></td>
<td>GNFC LIMITED, NARMADA BHAWAN, C-2, TILAK MARG, DALIBAGH, LUCKNOW</td>
</tr>
<tr>
<td>8</td>
<td>Bhubaneswar</td>
<td>Mr. Manoj Dash</td>
<td>Phone : 0674 - 2430780 / 781 0674-2430782</td>
<td><a href="mailto:orissaservunit@yahoo.co.in">orissaservunit@yahoo.co.in</a></td>
<td>Orissa Servunity Private Limited Padma Mangal, Plot No-3029,Ravi Talkies Road, Bhubaneswar, Orissa.</td>
</tr>
<tr>
<td>9</td>
<td>Nagpur</td>
<td>Ms. Nikita / Mr.Bharat</td>
<td>Extension for DSC - 0712-6638811/13 Ph: 0712 - 663 8888 (100 Lines) HelpDesk: +91 - 92252 45088</td>
<td><a href="mailto:digitalsignature@charteredinfo.com">digitalsignature@charteredinfo.com</a></td>
<td>Chartered Information Systems Pvt. Ltd., Nagpur &quot;Chartered House&quot;, West</td>
</tr>
<tr>
<td>and</td>
<td>and</td>
<td>and</td>
<td>of Lata Mangeshkar Musical Park Bhandara Road, NAGPUR - 440008 INDIA Direct</td>
<td></td>
<td></td>
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</tbody>
</table>