

### What is a Digital Signature Certificate (DSC)?

These certificates are issued to individuals/organizations. As these are high assurance certificates (primarily intended for e-commerce transactions on online applications), they will be issued as Class – III certificates to individuals/organizations by the Certifying Authorities. The bidders should have both Encryption & Signing Digital Certificates to operate in the DGH e-bidding portal.

### How do I get a DSC?

The Certifying Authorities (CA) under Controller of Certifying Authorities (CCA) issues Digital Certificates. CA issues Class – III Digital Signing & Encryption Certificates to the end users. You can approach any authorized CAs (in India) for getting Digital Signature and Encryption Certificates. Some of the authorities are listed below:

- Safescrypt - [www.safescrypt.com](http://www.safescrypt.com)
- eMudhra - [www.e-Mudhra.com](http://www.e-Mudhra.com)
- nCode – <https://www.ncodesolutions.com>
- Capricorn - <https://www.certificate.digital>

### What the procedures to be followed to obtain & use the DSC for Domestic Bidders (i.e. digital certificate)?

- To participate in the DGH e-bidding process and to establish their identity in online bid submission process it is mandatory for Bidders to obtain a Class - III Digital Certificates at their cost. The Class - III Digital Certificate will be acceptable only if it is issued by an approved Certifying Authority authorized by the Controller of Certifying Authorities, Government of India. The details can be seen at <http://www.cca.gov.in>. Issue of Class - III Digital Certificate takes some time and it is issued by the issuing authority only on receipt of the required documents and due verification process.
- The Digital Certificate issued to the authorized user of a Partnership firm / Private Limited Company / Public Limited Company / Joint Venture and used for online bidding will be considered as equivalent to a no-objection certificate / power of attorney to that user.
- In case of Partnership Firm, majority of the Partners have to authorize a specific individual through Authority Letter signed by majority of the Partners of the firm.
- In case of Private Limited Company or Public Limited Company, the Managing Director / any other Person (having designated authority to authorize a specific individual) has to authorize a specific individual through Authority Letter.
- Unless the certificate is revoked, it will be assumed to represent adequate authority of the specific individual to bid on behalf of the organization for online tenders as per Information Technology Act 2000. This Authorized User will be required to obtain a Digital Certificate. The Digital Signature executed through the use of Digital Certificate of this Authorized User will be binding on the firm. It shall be the responsibility of Management / Partners of the concerned firm to inform the Certifying Authority, if the Authorized User changes, and apply for a fresh digital certificate for the new Authorised User.
- It shall be the sole responsibility of the participating bidder to obtain, protect and maintain validity of the Class - III Digital Certificate and the bidder will not be able to participate in the DGH e-bidding portal in absence of appropriate Class - III Digital Certificate.

### How to map renewed DSC if the registered DSC gets expired?

Bidders can map the renewed DSC using "Register DSC" option available on the portal after login.

### Can I use the same DSC to register more than one login ids in the e-Bidding portal?

No, the same DSC can't be used to map more than one log-in ids in the e-Bidding portal for security reasons.

### I already possess a DSC and using that in other e-bidding system. Can I use the same DSC in this portal?

Yes, the same Class – III DSC (valid) can be used in this portal.

### What if my DSC gets blocked?

DSC gets blocked only if wrong token password is supplied or attempted for more than specified allowed times. So if this happens, the bidder needs to contact the DSC service provider to unlock the same.

### Can a foreign bidder or a foreign consultant get DSC from their respective country (i.e. any country outside India) and use the same in this portal?

User will need to purchase DSC from any authorized Indian DSC providers (CAs), DSC procured from Foreign Service providers will not be valid/compatible with the portal. For getting an Indian CA issued DSC the foreign bidder may have to get his/her documents authenticated by Indian Embassy at his/her resident country before it is dispatched to the Indian CA for issuance of the certificate.

### Procedure for foreign bidder:

A Step by step procedure to be adhered prior to obtaining of the DSC is given below:

- a) The bidder downloads the Registration/Application form from any of the licensed CAs as approved by CCA. (Please visit website - <https://cca.gov.in> for details)
- b) Bidder fills up the application form along with the requisite documents as mentioned below and visits the Indian Embassy along with the original documents corresponding to the certified true copies.
- c) The above mentioned documents are then certified by the Indian Embassy.
- d) Online fund transfer has to be made by the bidder of Rupee equivalent amount in bidder respective country's currency (Swift code of the CA's Bank will be provided by the CAs on request)
- e) The Indian Embassy's documents are then needs to couriered to the respective CA.
- f) The CA issues the DSC along with e-token and sends the same to the bidder.

I. Documents required to be submitted by a foreign bidder to Indian embassy for obtaining Class - III digital certificate on behalf of an Organization/Enterprise (certified true copy from either Company Secretary or a Director or Partner of the Organization) any one of the below mentioned documents is required:

- a. Certificate of Incorporation
- b. Memorandum and Articles of Association.
- c. Registered Partnership Deed
- d. Valid Business License document

II. Certified true copy of any one of the following

- a. Annual report
- b. Income tax return
- c. Statement of Income
- d. Bank details of the Organization

III. Documents required with each digital certificate application (Both of the below mentioned documents are required in original)

- a. Authorization letter in favor of the certificate applicant from the applicant's organization (as per format attached herewith). The authorizing person should be one rank higher in that organization.
- b. Latest Color Passport size photograph of the applicant
- c. Copy of Visa, Passport & International driving license (attested by the company stamp and signed by the applicant. Original will be returned after verification by Indian Embassy)