

Government of West Bengal
Finance Department
Audit Branch

No.6932-F(Y)

Dated, Kolkata, the 29th August, 2013

NOTIFICATION

E-tendering was made mandatory for tender/auction valued at and above Rs.50 lakh with option to the Government offices to adopt e-tendering procedure for values less than Rs.50 lakh. While detailed e-tendering procedure was prescribed in notification No.3739-F(Y) dt. 03.05.2012, the mandatory provision of e-tendering was included in Note-2 below Rule 47(8) of WBFR, as amended vide notification No.5400-F(Y) dt. 25.06.2012. Help-desks were set up for the Government offices to facilitate adoption of e-tendering procedure vide memo . No. 9701-F(Y) dated 30.11.2012. All these measures while reducing the hassles involved in manual tendering process and cutting down the time involved in finalisation of bids and contracts has brought about much needed financial probity and transparency in Government procurement. In the interest of furtherance of the benefit associated with e-tendering process across wider domain of Government procurement and disposal, it has been decided that the base-level of Rs. 50 lakh for mandatory e-tendering process needs to be reduced to Rs. 5 lakh.

Now, therefore, in exercise of the power conferred by Clause (3) of Article 166 of the Constitution of India, the Governor is pleased hereby to make the following amendments in Note-2 below Rule 47(8) of WBFR, Vol-I, as amended vide Notification No.5400-F(Y) dated 25.06.2012 and para-1 of Notification No.3739-F(Y) dt. 03.05.2012, in the following manner :

Note-2 below rule 47(8) - “For Tender value of Rs.50 lakh and above, e-tendering through the centralized e-tender Portal [<http://wbtenders.gov.in>] is mandatory, in addition to publication in print media” is replaced with “For Tender value of Rs.5 lakh and above, e-tendering through the centralized e-tender Portal [<http://wbtenders.gov.in>] is mandatory, in addition to publication in print media”

Para 1 of Notification no.3739-F(Y) dt.03.05.2012 — The phrase “.....if the Tender value is Rs.50 lakhs and above” in the last but one sentence is replaced with “...if the Tender value is Rs.5 lakhs and above.” The last sentence of the para beginning with “The Tender value less than Rs.50 lakhs may....” is deleted.

This order will take effect from 1st October, 2013.

By order of the Governor,
Sd/- H. K. DWIVEDI
Principal Secretary to the
Government of West Bengal

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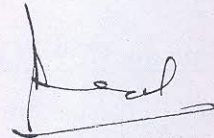
No.6932/1(300)-F(Y)

Dated, Kolkata the 29th August, 2013.

Copy forwarded for information and necessary action to :

- 1) The Principal Accountant General (A&E) West Bengal,
Treasury Buildings, 2, Govt. Place West, Kolkata- 700001.
- 2) The Principal Accountant General (Audit) West Bengal,
Treasury Buildings, 2, Govt. Place West, Kolkata- 700001.
- 3) The Accountant General (Receipt Works & Local Bodies Audit) West Bengal,
CGO Complex, 3rd MSO Building, 5th Floor, Block DF, Sector-I, Salt Lake, Kolkata- 700064.
- 4) Additional Chief Secretary/Principal Secretary/Secretary, _____
_____ Department
- 5) Director of Treasuries & Accounts, West Bengal, New India Assurance Buildings,
4, Lyons Range, Kolkata -700001.
- 6) The Commissioner, _____
- 7) The District Magistrate, _____
- 8) Special Secretary/Additional Secretary/Joint Secretary/Deputy Secretary,
Assistant Secretary/O.S.D./Registrar, Finance Department
- 9) The Sub-Divisional Officer, _____
- 10) The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I,
81/2/2, Phears Lane, Kolkata- 700012.
- 11) The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II,
P-1, Hyde Lane, Kolkata - 700 073.
- 12) The Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, IB Market,
1st Floor, Block IB, Sector-III, Kolkata -700106.
- 13) Treasury Officer, _____

- 14) All Group/Cell/Branch of Finance Department, _____
- 15) Principal Accounts Officer & Ex-officio Joint Secretary, Finance (Budget) Department
- He is requested to upload in the website of Finance Department.



Joint Secretary to the
Government of West Bengal

**Government of West Bengal
Finance Department
Audit Branch**

No.6650-F(Y).

Kolkata, the 1st August, 2012.

MEMORANDUM

In continuation of this Department's Notification No. 3739-F(Y) dated 03.05.2012 read with Memorandum No.5424-F(Y) dated 26.06.2012 regarding mandatory e-Tendering through centralised portal for tender value of rupees fifty lakh and above w.e.f. 01.07.2012, following points are clarified:

1. Where the process of inviting tender has been initiated prior to 1st July 2012 and continued even after 1st July 2012 that process should be continued and the work-order/contract may be awarded as per that 'Notice Inviting Tender' [NIT]. There is no question for cancellation of those Tenders, if they otherwise fulfil the requisite criteria.

2. If any Department/Directorate/Office intends to invite tender of value of Rs. 50 Lakh or above, but has not been able to complete the pre-requisite formalities for introduction of the e-Tendering procedures, they may approach the Finance Department for exemption, mentioning the time limit.

Sd/-H. K. Dwivedi.
Secretary to the
Government of West Bengal.

No.6650/1(100)-F(Y).

Kolkata, the 1st August, 2012.

Copy forwarded for information and necessary action to:-

1. The Principal Accountant General (A&E), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kolkata-700 001.
2. The Principal Accountant General (Audit), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kolkata-700 001.
3. The Accountant General (R.W. & L.B. Audit), West Bengal, C.G.O. Complex, 'C' East Wing, 5th Floor, Salt Lake, Sector-I, Kolkata-700 064.
4. The Additional Chief Secretary/Principal Secretary/Secretary ,
..... Department.
5. The Director of Treasuries & Accounts, West Bengal, The New India Assurance Building, 4, Lyons Range, Kolkata - 700 001.
6. The Commissioner, _____
7. The District Magistrate, _____
8. The Sub-Divisional Officer, _____
9. The Pay & Accounts Officer, Kolkata Pay & Accounts Office - I, 81/2/2, Phears Lane, Kolkata - 700 012.
10. The Pay & Accounts Officer, Kolkata Pay & Accounts Office - II,

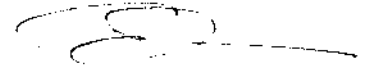
P-1, Hyde Lane, Kolkata – 700 012.

11. The Pay & Accounts Officer, Kolkata Pay & Accounts Office – III,
IB Market, 1st Floor, Salt Lake, Sector –III, Kolkata – 700 106.

12. The Treasury Officer, _____.

13. _____

14. The Principal Accounts Officer & Ex-Officio Deputy Secretary, Finance (Budget)
Department, for uploading this Notification in the Finance Department website.



(Swapan Kumar Paul)
Special Secretary to the
Government of West Bengal.
Finance Department.

**Government of West Bengal
Finance Department
Audit Branch**

No.5424-F(Y).

Kolkata, the 26th June, 2012.

MEMORANDUM

In continuation of this Department's Notification No. 3739-F(Y) dated 03.05.2012 regarding mandatory e-Tendering through centralised portal for tender value of rupees fifty lakh and above following points are clarified:

1. For e-Tendering all tender related activities should be processed through the e-Tender portal [<http://wbtenders.gov.in>] by the concerned Department/Office inviting tender.

2. Prior to issuance of this Department's Notification No. 3739-F(Y) dated 03.05.2012 e-Tender was in vogue in some Departments for tender value of less than Rs. 50 lakh. That system should be continued i.e. any Department may go for e-Tendering for tender value less than Rs. 50 lakh as per their Department's regulation/order.

Sd/- H. K. Dwivedi
Secretary to the
Government of West Bengal.

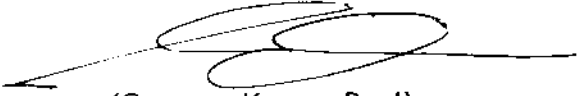
No. 5424/1 (100) -F(Y).

Kolkata, the 26th June, 2012.

Copy forwarded for information and necessary action to:-

1. The Principal Accountant General (A&E), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kolkata-700 001.
2. The Principal Accountant General (Audit), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kolkata-700 001.
3. The Accountant General (R.W. & L.B. Audit), West Bengal, C.G.O. Complex, 'C' East Wing, 5th Floor, Salt Lake, Sector-I, Kolkata-700 064.
4. The Additional Chief Secretary/Principal Secretary/Secretary ,
..... Department.
5. The Director of Treasuries & Accounts, West Bengal, The New India Assurance Building, 4, Lyons Range, Kolkata - 700 001.
6. The Commissioner, _____
7. The District Magistrate, _____
8. The Sub-Divisional Officer, _____
9. The Pay & Accounts Officer, Kolkata Pay & Accounts Office - I, 81/2/2, Phears Lane, Kolkata - 700 012.
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11. The Pay & Accounts Officer, Kolkata Pay & Accounts Office – III,
IB Market, 1st Floor, Salt Lake, Sector –III, Kolkata – 700 106.
12. The Treasury Officer, _____.
13. _____
14. The Principal Accounts Officer & Ex-Officio Deputy Secretary, Finance (Budget)
Department, for uploading this Notification in the Finance Department website.



(Swapan Kumar Paul)
Special Secretary to the
Government of West Bengal.
Finance Department.

Government of West Bengal
Finance Department
Audit Branch
Writers' Buildings

No. 5400-F(Y).

Dated. Kolkata, the 25th June, 2012.

NOTIFICATION

In exercise of the power conferred by Clause (3) of Article 166 of the Constitution of India, the Governor is pleased hereby to make the following amendments in the West Bengal Financial Rules, Volume-I, and in partial modification of Notification No.10500-F dated 19th November 2004, (hereinafter referred to as the said Rules), namely:-

AMENDMENTS

In the said Rules, -

(1) for sub-rules 8, 9 and 10 of Rules 47 substitute the following sub-Rules:-

Rule 47(8) - Subject to Notes-1 to 5 below, orders should be placed only after open tenders or quotations have been invited and in the cases where the lowest tender or quotation is not accepted, reasons should be recorded under signature of the officer in charge of purchase.

Note-1. – Subject to the special rules or order or procedure that may be prescribed by the Government in respect of a particular department, open tender shall invariably be invited for the supply of articles or stores or for execution of works and services worth Rs.1,00,000=00 or more. For high-value purchase exceeding Rs.10 lakh or for purchasing plant, machinery, etc, of complex and technical nature, bids may be invited in two parts under two-bid system laid down in rule 47C below. Selection of agency should be made on the basis of at least three tenders, which shall be opened in presence of willing agents. If the number of tenders received is less than three, tender should be invited afresh. In case of invitation of tender under two-bid system, if the number of tenderers/bidders qualified in the technical bid is less than three, tender should be invited afresh. Purchase upto Rs.10,000=00 may be made without any tender or quotation. The purchasing authority shall certify that the purchase has been made at reasonable market price in cases of purchase from the open market without tender/quotation. Purchase above Rs.10,000=00 and upto Rs.1,00,000=00 shall be made after inviting quotations from at least four reliable firms, which shall be opened in presence of willing agents. In such cases of purchase by invitation of quotation, procurement shall be finalised on recommendation of Local Purchase Committee to be constituted in each office. In respect of offices outside Kolkata, the notice for quotation shall be issued through notice board of the concerned office, the offices of the District Magistrate and the Sub-Divisional Officer and the

Panchayat, Municipality of that locality. In Kolkata, such notice shall be circulated by displaying in the notice board of Local Offices and by sending the same to suppliers etc.

Note -2 - Tender notice shall always be given due publication through the leading dailies in English, Hindi and Bengali. The use of intermediate general suppliers should be discouraged. Open tender for supply of articles or stores or for execution of works worth Rs.1,00,000/- or more shall be invited in the following manner:

Sl. No.	Item	Manner of Tender
i.	For supply of articles or stores or for execution of works and services with estimated value exceeding Rs.10,000 upto Rs.1 lakh.	Publication of the work on the notice board and on the official website of the administrative department, if maintained.
ii.	For supply of articles or stores or for execution of works and services with estimated value exceeding Rs.1 lakh upto Rs.5 lakh.	Publication of the work on the notice board and on the website of the administrative department, if maintained and also brief referral advertisement in one daily Bengali newspaper [in case of hill areas of Darjeeling District in Nepali newspaper].
iii.	For supply of articles or stores or for execution of works and services with estimated value exceeding Rs.5 lakh upto Rs.10 lakh.	Publication of the work on the notice board and on the website of the administrative department, if maintained and also brief referral advertisement in two daily newspapers, one in Bengali [in case of hill areas of Darjeeling District in Nepali newspaper] and the other in English.
iv.	For supply of articles or stores or for execution of works and services with estimated value exceeding Rs.10 lakh.	Publication of the work on the notice board and on the website of the administrative department, if maintained, and also in the official website of Government of West Bengal, and also brief referral advertisement in three daily newspapers, one each in Bengali [in case of hill areas of Darjeeling District in Nepali newspaper], in English and in Hindi.
Explanation : Brief referral advertisement will contain only certain title information such as name and location of the scheme, last date for submission of tender, names of the websites where details are available.		

The administrative departments are permitted to issue advertisements directly to the newspapers having sufficient circulation for the said purpose of procurements, wherever necessary, at the rates approved by the Information & Cultural Affairs Department, Government of West Bengal.

For Tender value of Rs. 50 lakh and above, e-tendering through the centralized e-Tender Portal [<http://wbtenders.gov.in>] is mandatory, in addition to publication in print media.

Note-3 - A minimum period, as stated below, shall be allowed for submission of the tenders from the final publication date.

Sl. No.	Item	Minimum period for submission of tender from the last date of publication
a.	For supply of articles or stores or for execution of works and services with estimated value not exceeding Rs.10 lakh.	7 days
b.	For supply of articles or stores or for execution of works and services with estimated value exceeding Rs.10 lakh upto Rs.1 Crore.	14 days
c.	For supply of articles or stores or for execution of works and services with estimated value exceeding Rs.1 Crore.	21 days

Note-4. – The head of the Office is authorised to purchase the supply fittings, sanitation and sewage plant fittings and parts for pumps, compressors, engine and motors in use in the water supply and conservancy work in the establishment, only in case of emergencies such as sudden failure of machines, etc. when it is not possible to make the purchases after calling tenders or quotations. A certificate should always be recorded in each such occasion over the signature of the head of the Office.

Note-5. – Foodstuffs for the hostels attached to Government schools and colleges may be purchased from the open market, if it proves advantageous having regard to the price and quality of the articles and if the supplier fails to supply the essential items for hostels.

Rule 47(9) (a) In selecting the tender to be accepted the financial status of the individuals and firms tendering shall be taken into consideration in addition to all other relevant factors. Subject to the provisions of rule 47C below where tender is invited in two-bid system, financial bid should not be opened until the technical bid is opened and assessed for selection of the qualified bidder.

(b) Sales Tax and Income Tax Clearance Certificate should be furnished by the contractors for contract value above Rs. 50,000=00.

(c) In the case of private individuals and firms tendering in foreign countries for contracts of large value, that is, contracts of over Rs. 25 Lakh, the Head of the Indian Mission post concerned should be consulted.

Rule 47(10) - The Comptroller and Auditor General and under his direction other Audit authorities shall have power to examine contracts and to bring before the Public Accounts Committee any cases where competitive tenders have not been sought or tenders other than I.I or III, as applicable, have been accepted or where other irregularities have come to light. Authorities who are authorised to enter into contracts or agreements should send copies of all contracts and agreements valued over

Rs.5 Lakh to the Principal Accountant General (A & E), West Bengal, Principal Accountant General (Audit), West Bengal and Accountant General (Local Bodies Audit), West Bengal.

(II) for sub-rules (7) and (8) of Rule 47B insert / substitute the following sub-rules -

Rule 47B. (7) Materials for which the Director General of Supplies and Disposals (DGS&D) and National Informatics Centre Services Incorporated (NICSI) rate contracts are available can be purchased directly from the enlisted agencies of DGS&D and NICSI at approved rate contracts.

(8) Drawing and Disbursing Officers, while preferring bills on purchases of articles to Kolkata Pay & Accounts Offices/Treasuries in Districts, shall furnish a certificate on the body of the bills that purchases have been made in strict compliance of the stores purchase policy of the State Government and Pay & Accounts Officers/Treasury Officers shall, while scrutinizing the bills, ensure that such certificates are furnished.

Purchase of Duplicating machine, Computer and peripherals, printers, photocopiers and other office equipments for use in Government Offices and liveries for use of the Government employees shall continue to be governed by the Finance Department orders issued from time to time.

(III) after rule 47B insert the following rules -

Rule 47C – Two-bid System - For high value purchase exceeding Rs.10 lakh or for purchasing plant, machinery, equipments etc. of complex and technical nature, bids shall be invited in two parts as under:

- (a) The technical bid consisting of all technical details along with commercial terms and conditions;
- (b) Financial bid indicating item-wise price for the items mentioned in the technical bid.

The technical bid and the financial bid should be sealed by the bidder in separate cover duly superscribed and both the sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed. The technical bids shall be opened by the purchasing department/office at the first instance and evaluated by a competent committee or authority. At the second stage, financial bids of only the technically acceptable offers shall be opened for furnishing value and ranking before finalization and awarding of the contract. After evaluation the lowest rate (L1) financial bid from among the technically qualified bidders shall be accepted.

Rule 47D –(1) (a) State Government Corporations and Autonomous Bodies, listed in **Annexure – ‘C’** may be nominated for execution of Government works as agency of the Government.

(b) Central organizations / Public Sector Enterprises / Companies / Undertakings specialized in construction of roads, bridges, buildings etc., and listed in **Annexure – ‘D’** may also be engaged as agency for the purpose of State Government works.

(2) Action to engage these organizations by the Departments should be to supplement the function of Public Works Department of the Government and resorted to in cases where the departments consider that the work is of urgent nature. The Department should satisfy itself that it will be economical and in public interest to engage such Organization for Agency function.

(3) The various procedural matters as laid down in Public Works Department codes, manuals etc. as well as the rules prescribed herein shall be equally applicable for the purpose of execution of works through the State and Central Organizations as mentioned at clause (1) above. The organizations nominated as the State Government agency shall execute the entrusted works after engagement of contractors to be selected observing the normal tendering procedure and accepting the L1 rate when the job involves making payment for jobs done and H1 rate when the tender is for sale of materials connected with execution of the entrusted works.

(4) The agency fees to be allowed and terms and conditions of the Contract/Memorandum of Understanding (MOU) to be entered into with the agency are as follows.

(a) The Contract/MOU may be for composite works and may be a combination of "Lump Sum Contract" and "Percentage Rate Contract"/"Item Rate Contract". Estimated cost shall be based on Public Works Department Schedule of Rates for the scheduled items of work and market rate as approved by the head of the Engineering wing of the Agency organization for the non-scheduled items of work. Component-wise break-up of the agency fee is given at clause (6) below.

(b) (i) The nominated agency organization will first prepare a forecast estimate of cost of the work on the basis of standard unit cost as per the State Public Works Department Schedule of Rates in case of works within the state and Central Public Works Department Schedule of Rates in case of works outside the State on the basis of preliminary drawings of the work supplied by the concerned department of the state Government or prepared by the agency, if asked to do so, and submit it to the employing department of the Government to enable it to obtain Administrative Approval for the work at appropriate level. On receipt of the Administrative Approval for the concerned work indicating scope of the work and approximate cost, the concerned agency organization will prepare the detailed cost estimate of the work on the basis of drawings received from the employing department of the government or prepared by the organization itself, as the case may be, and send it to the employing department of the Government for acceptance.

(b)(ii) All projects with the estimated cost of Rs. 5 crore and above shall be vetted by a duly constituted Technical Committee in the Finance Department.

(c) Drawing and design by the Department -

i) In cases where work is to be executed as per design and drawing of the department, all the detailed working drawings, both architectural and structural must be prepared before

hand, and should form part of the preliminary documents to be given to the selected organization. It should also contain complete and detailed specifications of the work. The preliminary documents must set out complete scope of the work. Only the drawings and the detailed specifications as contained and/or referred to in the preliminary documents shall form the basis of execution and payment.

ii) The extra payment or recovery over and above the accepted rate shall be called for only in the event of authorized deviations from the drawings and specifications (as given and/or referred to in the preliminary documents) in course of execution and not otherwise.

(d) Drawing and design by the agency -

i) In cases where the detailed architectural and structural drawings are to be provided by the agency, all information regarding the work to be executed through the Agency Organisation such as the architectural and structural parameters, details of the functional requirement and complete specification thereof, as available, must be passed on by the concerned Department to the Agency Organisation. The Agency Organisation shall prepare the preliminary documents of the work to be executed through Agency Organisation. The preliminary documents must contain complete and detailed specifications of the work, working drawings, both architectural and structural and should set out complete scope of the work. Only the drawings and the detailed specifications as contained and/or referred to in the preliminary documents shall form the basis of execution and payment.

ii) A condition should be stipulated in the preliminary documents that the work shall be executed through the Agency Organisation as per detailed design and architectural drawings to be prepared by the agency conforming to the given parameters and functional requirements as mentioned in the preliminary documents, and submitted to the employing department within specified time after the award of work. The agency shall accordingly get the design/drawings approved by the employing department before taking up the execution of the work.

iii) In case any modification for any reason is ordered in course of execution, suitable adjustment for extra payment or recovery shall be effected only if such modification results in change in the scope of work as given in the preliminary documents, or any change from the specified parameters.

e) 1) The composite works offer documents shall contain:

i) the detailed architectural and structural drawings.

ii) detailed specifications for the various items and components of the work.

iii) the schedule of quantities for the various items and components of the work.

iv) the inclusions in and exclusions from the scope of the contract, if required, for better clarity, and.

v) monitoring and supervision of the various stages of work, the percentage of work done on the contract value and release of intermediate and final payments.

II) The schedule of quantities referred to above is only limited for the purpose of assessing the quantum of work involved. It is not meant for subsequent measurement and payment in the course of execution of the work. Deficiencies noticed, if any, by the agency should be immediately brought to the notice of the employing department, who shall examine the same, and make necessary corrections, if required, to the offer documents before assignment of the work.

III) The agency organization shall arrange for execution of the work through the contractor as per the drawings and specifications as given in the documents. No claim for any payment on account of deviations and variations in quantity of any item(s) or component(s) of the work, unless they are authorized deviations from the parameters drawings and specifications contained in the documents.

IV) The rate of deviated items shall be determined as per terms and conditions of Contract/MOU between the agency organization and the employing Government department.

V) The concerned Agency Organisation shall monitor, supervise and physically verify that the work has been done in each stage in conformity with the drawings and specifications contained in the offer/preliminary documents, and certify the same before recommending release of the stage payment.

(5) The agency job will be broken into following components: -

i) preparation of estimate, design and detailed drawing

ii) invitation of tender, evaluation of bids and award of work

iii) supervision of work, checking of bills, payment and submission of utilization certificate, completion certificate.

(6) Agency Fee

Component-wise agency fee will be as follows:

A. For buildings above G+3, buildings with basements and roads and bridges.

i) For preparation of estimate, design and detailed drawing

* 3% of estimated cost for exclusive and customized drawing and design;

* 2% of the estimated cost for standard drawing and design.

(at least 5 sets each of the documents under this component should be submitted)

ii) invitation of tender, evaluation of bids and award of work

* 2% of estimated cost of the works

iii) supervision, monitoring, checking of bills, payment and submission of utilization certificate, completion certificate

* 3.5% of estimated cost of the works.

Thus the agency fee comes to 8.5% of sanctioned cost estimate in case of works involving exclusive and customized drawing and design and 7.5% of sanctioned cost estimate in case of works involving standard drawing and design.

B. for buildings upto G+3 (without basement) for (i) exclusive and customized design and drawings and (ii) standard design and drawings.

5% of estimated cost for all the components taken together.

The rate of deviated items shall be determined as per terms and conditions of Contract/MOU between the agency organization and the employing Government department. No contingency / overhead charge shall be payable other than the 8.5 % / 7.5 % / 5 % as mentioned hereinabove.

(7) **Qualified Staff** – In case project cost exceeds Rs.1 crore but within Rs.5 crore at least one qualified Graduate Engineer along with two Diploma Engineers should be engaged in supervision and monitoring of the job. In case of project cost exceeding Rs.5 crore, requisite number of qualified and experienced Graduate Engineers along with Diploma Engineers should be engaged according to the value of the project for proper supervision and monitoring of the work.

(8) **Specifications** – In case of absence of specifications for any job in the State Public Works Department Code /Manual, the Central Public Works Department specifications should be followed.

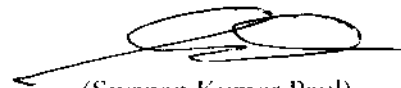
(9) **Mobilization Advance**- Mobilization advance not exceeding 10% of the sanctioned estimated cost may be given, if requested by the agency organization in writing within one month of the order to commence the work. Such advance shall be in two or more installments to be determined by the competent authority of the employing department at his/her sole discretion.

By order of the Governor

Sd./- H. K. Dwivedi.
Secretary to the
Government of West Bengal.

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3. The Accountant General (R.W. & L.B. Audit), West Bengal, C.G.O. Complex, 'C' East Wing, 5th Floor, Salt Lake, Sector-I, Kolkata-700 064.
4. The Additional Chief Secretary/Principal Secretary/Secretary,
.....Department.
5. The Director of Treasuries & Accounts, West Bengal, The New India Assurance Building, 4, Lyons Range, Kolkata – 700 001.
6. The Commissioner,
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9. The Pay & Accounts Officer, Kolkata Pay & Accounts Office – I, 81/2/2, Phears Lane, Kolkata – 700 012.
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11. The Pay & Accounts Officer, Kolkata Pay & Accounts Office – III, IB Market, 1st Floor, Salt Lake, Sector –III, Kolkata – 700 106.
12. The Treasury Officer,
13.
14. The Principal Accounts Officer & Ex-Officio Deputy Secretary, Finance (Budget) Department, for uploading this Notification in the Finance Department website.



(Swapan Kumar Paul)
Special Secretary to the
Government of West Bengal.
Finance Department.

ANNEXURE – C

(See Rule 47D)

State Bodies and Corporations

1. West Bengal Industrial Infrastructure Development Corporation,
2. Mackintosh Burn Ltd.,
3. Britannia Engg. Ltd.,
4. Wasting House Saxby Farmer,
5. Hooghly River Bridge Commissioners,
6. Development authorities under Urban Development Department.
7. Other State Organizations/Corporations to be selected by the State Government from time to time.

ANNEXURE – D

(See Rule 47D)

Central Organizations/Public Sector Enterprises/Companies/undertakings-

1. Central Public Works Department
2. National Building Construction Corporation (NBCC)
3. RITES
4. IRCON International Limited (formerly Indian Railways Construction Company Ltd.)
5. Bridge & Roof
6. Balmer Lawrie
7. HSCI (Hindustan Steelworks Construction Limited)
8. EIL (Engineers India Limited)
9. Other Central Organizations/Corporations to be selected by the State Government from time to time.

**Government of West Bengal
Finance Department
Audit Branch**

No.4109-F(Y).

Kolkata, the 17th May, 2012.

MEMORANDUM

This Department vide Notification No. 3739-F(Y) dated 03.05.2012 has made it mandatory from 01.07.2012 for all State Government Departments and their subordinate Offices to publish their Tender on the centralized e-Tender Portal [<http://wbtenders.gov.in>] if the Tender Value is Rs.50 lakh or more.

In order to facilitate implementation of e-Publication of Tender on the centralized e-Tender Portal by the Departments and to render necessary help and advice to the Departments in this regard, this Department has designated the following two officers to act as 'Nodal Officer':

1. Sri P. K. Pramanik, Sr. Technical Director, National Informatics Centre [NIC], West Bengal State Unit, Bidyut Bhaban [Gr. Fl.] Salt Lake [Contact No. 9432341691 / e-mail: <pk.pramanik@nic.in>]
2. Sri Goutam Chatterjee, Joint Director of Treasuries & Accounts, 4, Lyons Range, Kolkata-700001 [Contact No. 9433123844 / e-mail: <dta@wb.gov.in>].

Sd/- Swapan Kumar Paul.


Special Secretary to the
Government of West Bengal.

No. 4109/1 (80) -F(Y).

Kolkata, the 17th May, 2012.

Copy forwarded for information and necessary action to :-

1. The Additional Chief Secretary/Principal Secretary/Secretary ,
.....Department.
2. The State Information Officer, National Informatics Centre, Bidyut Bhaban, Ground Floor, D.J. Block, Sector-II, Salt Lake, Kolkata-700 091.
3. The Director of Treasuries & Accounts, West Bengal, The New India Assurance Building, 4, Lyons Range, Kolkata - 700 001.
4. Sri P. K. Pramanik, Sr. Technical Director, National Informatics Centre [NIC], West Bengal State Unit, , Bidyut Bhaban, Ground Floor, D.J. Block, Sector-II, Salt Lake, Kolkata-700 091.
5. Sri Goutam Chatterjee, Joint Director of Treasuries & Accounts, 4, Lyons Range, Kolkata-700001
6. Sr. P.A. to the Secretary, Finance Department, Govt. of West Bengal.
7. Sri Sukumar Negel, Pr. Accounts Officer & Ex-Officio Deputy Secretary, Finance (Budget) Department, Writers Buildings, Kolkata-700001, for uploading the Notification in the Finance Department's website.


(Swapan Kumar Paul)
Special Secretary to the
Government of West Bengal.
Finance Department.

**Government of West Bengal
Finance Department
Audit Branch**

No. 3739-F(Y).

Kolkata, the 3rd May, 2012.

NOTIFICATION

Sub: Mandatory publication of 'Tender Inviting Notice' on e-Tender Portal

For some time past the Government was considering improving the present system of inviting Tender by different Departments of the State Government with a view to establish accountability, transparency and uniformity in the system in a centralised manner.

Keeping in view the above object, the National Informatics Centre [NIC], an organisation of Government of India, developed a portal [<http://wbtenders.gov.in>] exclusively for uploading the tender related documents of the State Government.

The 'e-Procurement Solution' will help both the Government buyers and the suppliers to reduce the cycle time, unnecessary paper work, waiting in long queues and simultaneously enhance the transparency in the entire process thereby ensuring good governance. It is an easy-to-use, web-based solution for conducting dynamic exchanges in an on-line environment. It will provide real-time bidding solutions for the Government buyers and sellers. Some State Government Departments are already using this portal for inviting their e-Tender.

For the purpose of gainful utilisation of the said portal, the Governor has been pleased to decide that:

1. In addition to existing system of inviting tender, it will be mandatory for all State Government Departments, their subordinate Offices and all Autonomous Bodies / Local Bodies / Corporations / PSUs under their control to publish their 'Tender Related Information' [TRI] on the centralized e-Tender Portal [<http://wbtenders.gov.in>] if the Tender Value is Rs.50 lakhs and above. The Tender Value less than Rs.50 lakhs may also be uploaded on the centralized e-Tender Portal [<http://wbtenders.gov.in>] at the discretion of the Tender floating authority or the concerned Department.
2. The 'Tender Related Information' means and covers e-Procurement, e-Tendering, e-Selling and e-Auction, Request for Proposal, Request for Expression of Interest, Notice for Pre-Qualification, Registration of the Contractors, Notice inviting Tender/Bid or Proposal in any form, Tender Enquiries, Corrigenda and also the details of the contract awarded as a result of finalization of the Tender process.
3. The Departments or its subordinate offices that are already publishing their 'Tender Related Information' on their own websites and/or on any other websites shall ensure that their 'Tender Related Information' are simultaneously published / mirrored on the centralized e-Tender Portal [<http://wbtenders.gov.in>].
4. The Digital Signature Certificate, which is essential, for e-Tendering shall be obtained from the NIC-CA which is also acting as a Certifying Authority.
5. This Order shall take effect from 1st July 2012.

In order to facilitate implementation of aforesaid decisions regarding e-Publication of 'Tender Related Information' on the centralized e-Tender Portal, the

NIC will provide detailed guidelines for using the said Portal. The guidelines will also be available on the centralized e-Tender Portal [<http://wbenders.gov.in>]. On registration by the Government user, 'User ID' and 'Password' will be created and mailed to the users. The Government of West Bengal will also make arrangements for necessary training to the concerned officials, with technical support from NIC for the users of the e-Tendering Portal.

A Roadmap for implementation of the e-Procurement Process in the Government Departments is enclosed with this Order.

The Departmental heads are requested to circulate this Notification to their subordinate Offices and the Autonomous Bodies / Local Bodies / Corporations / PSUs under their control.

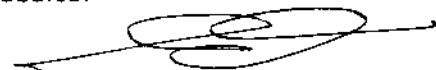
Sd/- H.K. Dwivedi.
Secretary to the
Government of West Bengal.

No. 3739/1 (150) -F(Y).

Kolkata, the 3rd May, 2012.

Copy forwarded for information and necessary action to :-

1. The Principal Accountant General (A&E), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kolkata-700 001.
2. The Principal Accountant General (Audit), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kolkata-700 001.
3. The Accountant General (R.W. & L.B. Audit), West Bengal, C.G.O. Complex, 'C' East Wing, 5th Floor, Salt Lake, Sector-I, Kolkata-700 064.
4. The Additional Chief Secretary/Principal Secretary/Secretary ,
.....Department.
5. The State Information Officer, National Informatics Centre, Bidyut Bhaban, Ground Floor, D.J. Block, Sector-II, Salt Lake, Kolkata-700 091.
6. The Director of Treasuries & Accounts, West Bengal, The New India Assurance Building, 4, Lyons Range, Kolkata - 700 001.
7. The Pay & Accounts Officer, Kolkata Pay & Accounts Office - I, 81/2/2, Phears Lane, Kolkata - 700 012.
8. The Pay & Accounts Officer, Kolkata Pay & Accounts Office - II, P-1, Hyde Lane, Kolkata - 700 012.
9. The Treasury Officer, _____.
10. Sr. P.A. to the Chief Secretary, Government of West Bengal.
11. Sr. P.A. to the Secretary, Finance Department, Govt. of West Bengal.
12. _____
13. Sri Sukumar Negel, Pr. Accounts Officer & Ex-Officio Deputy Secretary, Finance (Budget) Department, Writers Buildings, Kolkata-700001, for uploading the Notification in the Finance Department's website.



(Swapan Kumar Paul)
Special Secretary to the
Government of West Bengal.
Finance Department.

Roadmap for implementation of e-Procurement Process in the Government Departments

1. Each Department shall nominate at least one 'Nodal Officer' for implementation and monitoring of the **e-Procurement** in the respective department.
2. The Nodal Officer of the Department shall handover to NIC the organisation chart related to tendering in his Department mentioning the offices from where tenders will be floated or published in the Portal.
3. Nodal Officer shall apply to NIC for Digital Signature Certificate [DSC] as Nodal Officer on behalf of that Department for implementing e-Procurement.
4. The other Departmental Officers who will be authorised to float e-Tender under a Department shall be required to obtain DSC from NIC through the Nodal Officer of that Department. The cost of obtaining DSC from NIC is Rs.555/- per user. Application Form for Digital Signature Certificate [DSC] along with detailed information regarding Digital Signature Certificate is enclosed with this Roadmap.
5. For uploading the e-Tender document in the Tender Portal it will be required to have minimum two (2) authorised officers who have their own DSC. The DSC is neither transferable nor it can be delegated to other officer.
6. The DSC issued is Department specific and officer specific. So, it will not be possible for the authorised Officers (having DSC) of one Department to upload e-Tender of other Department.
7. In the headquarter, each Department shall nominate at least two officers who will be members of each Tender Committee under that Department, so that they can upload the e-Tender document in the Tender Portal on the authorisation of their DSC.
8. Similarly, in each District or Region (as per requirement of the Department) the Department shall nominate at least two officers who will be members of each Tender Committee on behalf of that Department, so that they can upload the e-Tender document in the Tender Portal on the authorisation of their DSC.
9. Summary information in respect of the Tender progress in relation to the Tender has to be uploaded in the web-server of the Tender Portal. Documents relating to 'Notice Inviting Tender' [NIT] shall be loaded as a .pdf file and the financial bid in the prescribed .xls format. For the financial bid NIC has developed three templates that have to be strictly adhered to. The Tendering Authority shall select any one of the three formats which will be suitable for them for that particular Tender. The software developed by NIC shall take care for selection of L1 rates. The Software shall make automatic encryption of the Financial Bid and no one shall be allowed to open the Financial Bid prior to the date & time earmarked for opening the Financial Bid. Tender should normally be floated in two parts, one Technical bid and other Financial Bid. After evaluation of the Technical Bid, those who qualify their Financial Bid shall be opened.

10. (i) NIC at headquarter or at any central location, preferably within Writers Buildings, shall provide a "Helpdesk" to render necessary help to the authorised officers of the Departments within Kolkata (including Bidhannagar) to float e-Tender.
- (ii) The District Information Officers [DIO] of NIC at the District shall provide a "Helpdesk" to render necessary help to the authorised officers of the Departments at the District level.

Necessary information regarding Digital Signature Certificate [DSC]

1. What is a Digital Signature Certificate?

Digital Signature Certificates (DSC) are the digital equivalent (that is electronic format) of physical or paper certificates. Examples of physical certificates are drivers' licenses, passports or membership cards. Certificates serve as a proof of identity of an individual for a certain purpose; for example, a driver's license identifies someone who can legally drive in a particular country. Likewise, a digital certificate can be presented electronically to prove your identity, to access information or services on the Internet or to sign certain documents digitally.

2. Why is Digital Signature Certificate (DSC) required?

Like physical documents are signed manually, electronic documents, for example e-forms are required to be signed digitally using a Digital Signature Certificate. Transactions that are done using Internet if signed using a Digital Signature certificate becomes legally valid.

3. Who issues the Digital Signature Certificate?

A licensed Certifying Authority (CA) issues the digital signature. Certifying Authority (CA) means a person who has been granted a license to issue a digital signature certificate under Section 24 of the Indian IT-Act 2000. The National Informatics Centre is also authorised to issue the Digital Signature Certificate.

4. What are the different types of Digital Signature Certificates valid for e-Tendering programme ?

The different types of Digital Signature Certificates are:

Class 2: Here, the identity of a person is verified against a trusted, pre-verified database.

Class 3: This is the highest level where the person needs to present himself or herself in front of a Registration Authority (RA) and prove his/ her identity.

5. What type of Digital Signature Certificate (DSC) is to be obtained for e-Filing on the e-Tendering Portal?

DSC of Class 2 and Class 3 category issued by a licensed Certifying Authority (CA) needs to be obtained for e-filing on the e-Tendering Portal.

6. How to obtain DSC for dept users?

NIC hqrs is authorised to issue the DSC for officials in Govt depts./PSUs and the fees are:

For Govt Officials Rs. 555 for USB e-Token (at present)

The validity period for the Smart Card is 2 years.

The DD should be drawn in favour of "Accounts Officer, National Informatics Centre, New Delhi".

7. How much time do CAs take to issue a DSC?

The time taken by Certifying Authorities to issue a DSC may vary from three to seven days.

8. What is the validity period of a Digital Signature Certificate?

The Certifying Authorities are authorized to issue a Digital Signature Certificate with a validity of one or two years. The maximum period for which the DSC is issued is only two years. On the expiry of the term, the Digital Signature Certificate can be revalidated by paying the fees again.

9. What is the legal status of a Digital Signature?

Digital Signatures are legally admissible in a Court of Law, as provided under the provisions of IT.

10. Is a company required to obtain a Digital Signature Certificate in its own name for e-Tendering.

Digital Signature Certificate (DSC) is not required by Companies but by individuals. For example the Director or the Authorized signatory signing on behalf of the Company requires a DSC.

11. Can I do e-filing of documents if I do not possess a DSC?

No. It is mandatory to have a valid digital signature certificate for e-filing the forms on e-Tendering portal.

Declaration by the Subscriber

I hereby declare and understand that

1. I have read the subscriber agreement under Resources (<https://nicca.nic.in>).
2. I shall keep the private key safe and will not share with others.
3. I shall verify the contents and the correctness of the certificate before accepting the DSC.
4. I shall send a signed mail to NIC-CA (support@camail.nic.in) to acknowledge the acceptance of the DSC.
I also undertake to sign an additional declaration form in case of Encryption Certificate.
5. I shall not use the private key before acceptance of the DSC.
6. I authorize NIC-CA to publish the certificate in the NIC-CA repository after acceptance of the DSC.
7. If the private key of my DSC is compromised, I shall communicate to NICCA without any delay as per requirement mentioned in Regulation 6 of Information Technology (Certifying Authority) Regulations, 2001. (Doc ID CA2-50027.pdf, available under Repository>CPS & Forms>All Forms at <https://nicca.nic.in>)
8. I understand the terms and conditions of issued DSC and will use the DSC under the terms of issue as in the Certificate Practice Statement.
9. I understand that on cessation of my employment, I shall inform NICCA and my present employer for revocation of my Digital Signature Certificate.
10. I certify the following: *(Tick whichever is applicable)*
 - o I have not applied for a DSC with NIC-CA earlier.
 - o I have been issued a DSC by NICCA with User ID _____ which is Valid/Revoked/Suspended/Expired.

The information furnished above is true to the best of my knowledge and belief. I will comply with the terms and conditions of Subscriber (as in section 40-42 of the IT Act 2000) and those of the Certificate Practice Statement of the NIC-CA. If at a later stage any information is found to be incorrect or there is non-compliance of the terms and conditions of use of the DSC, NIC-CA will not be responsible for the consequences/ liabilities and will be free to take any action including cancellation of the DSC.

Date :
Place :

.....
(Signature of the Applicant)

Verification and Declaration by Head of Office of Applicant

1. This is to certify that Mr./Ms _____ has provided correct information in the Application form for issue of Digital Signature Certificate for subscriber to the best of my knowledge and belief. I have verified the credential of the applicant as per the records and the **guidelines given at page 5**. I hereby authorize him/her, on behalf of my organization to apply for obtaining DSC from NICCA for the purpose as specified at point 3 of page-1.
2. It is noted that the organization shall inform NICCA for revocation of DSC on the cessation/superannuation of his/her employment.

Date :
Place :
Office Email:

(Signature of Officer with stamp of Org./Office)
Name of Officer with Designation:

Forwarded by SIO / NIC Coordinator
(Only for Class-2 & Class-3 Certificate)

(Signature of SIO /NIC Coordinator)
Name:
Date:
Office Seal:

This form is to be forwarded to the respective RA Office of NIC-CA.

Additional Declaration by the Subscriber for Encryption Certificate

I hereby declare and understand that

1. I am solely responsible for the usage of these Certificates/Tokens/ Technology. I shall not hold NICCA responsible for any data loss/damage, arising from the usage of the same.
2. I am aware that Key Escrow/Key Archiving of Encryption keys is not done by NICCA and I shall not hold NICCA responsible or approach NICCA for recovery of my private Encryption Key, in case of its loss or otherwise.
3. I shall be responsible for compliance to the relevant sections of the IT Act/Indian Telegraphic Act and other Acts/laws of the Indian legal system, pertaining to Encryption/Decryption of any message or document or electronic data, and I shall be liable for associated penal actions, for any breaches thereof.
4. NICCA shall not be held responsible and no legal proceedings shall be taken against NICCA for any loss and damage that may occur due to any reason whatsoever including technology upgradation, malfunctioning or partial functioning of the software, USB token, Smart Card or any other system component.
5. I am aware that the Encryption Certificate, issued by NICCA is valid only for the suggested usage and for the period mentioned in the certificate. I undertake not to use the Certificate for any other purpose.
6. I am conversant with PKI technology, and understand the underlying risks and obligations involved in usage of Encryption Certificate.
7. I certify the following: *(Tick whichever is applicable)*
 - o I have not applied for an Encryption Certificate with NIC-CA earlier.
 - o I have been issued an Encryption Certificate by NICCA with User ID _____ which is Valid/Revoked/Suspended/Expired.

The information furnished above is true to the best of my knowledge and belief. I will comply with the terms and conditions of Subscriber (as in section 40-42 of the IT Act 2000) and those of the Certificate Practice Statement of the NIC-CA. If at a later stage any information is found to be incorrect or there is non-compliance of the terms and conditions of use of the Encryption Certificate, NIC-CA will not be responsible for the consequences/ liabilities and will be free to take any action including cancellation of the Encryption Certificate.

Date :

Place :

.....
(Signature of the Applicant)

Declaration by Head of Office of Applicant

I hereby authorize Mr/Ms _____ employed in this Organization, to apply for Encryption Certificate from NIC-CA. It is further certified that a Policy/Procedure is in place, which describes the complete process for Encryption Key Pair Generation, Backup Procedure, safe-keeping of Backups and associated Key Recovery Procedures. The consequences of loss of the key have been explained to the user and he/she has been advised about securing the key and making it available to relevant authorities, in case of emergency.

Date :

Place :

(Signature of Officer with stamp of Org./Office)

Name of Officer with Designation:

Office Email:

Forwarded by SIO / NIC Coordinator
(Only for Class-2 & Class-3 Certificate)

(Signature of SIO /NIC Coordinator)

Name:

Date:

Office Seal:

This form is to be forwarded to the respective RA Office of NIC-CA.

Instructions for DSC Applicants

1. NIC-CA abides by the Information Technology Act, 2000, laid down by the Govt. of India. The applicant is advised to read this IT Act 2000 under Resources (<https://nicca.nic.in>).
2. To use DSC for exchanging Digitally signed Email, S/MIME compatible Mail clients should be used (Outlook Express, etc.). Also, please ensure that your email-id is issued from a POP compatible Mail server. For security reasons, NICCA prefers usage of Official E-mail ID.
3. Subscriber is required to send one copy of DSC request form, duly signed and forwarded by Head of Office. Applicant is advised to retain a copy of the same, for filling up the form online while generating key-pair.
4. The forwarded DSC application form is processed at NIC-CA for issue of DSC. If all particulars are in order, a User-Id, password and the profile for the applicant is created using the details submitted. This user-id will only be valid for 90 days (i.e., applicant has to generate key pair request and download certificate within 90 days) failing which, user is required to submit fresh DSC application for DSC issuance.
5. It is very important to keep the private key securely.
6. If the private key is compromised, applicant should immediately inform NIC-CA office by phone 011-24366176 or e-mail at support@camail.nic.in and Login with his user-Id and password at NIC-CA website. The User has to send Request for Revocation/Suspension/Activation form (CA2-50027.pdf)
7. For viewing all valid DSCs and CRLs, the user can access the website (<https://nicca.nic.in/>) under Repository.
8. DSCs are normally issued on FIPS-140 Level-2 compliant smart card/USB crypto-tokens, **which allows only maximum ten numbers of incorrect attempts for entering pass phrase/ pin.** It is advisable to be careful while entering the passphrase as repeated incorrect entries may block the same. On exceeding this limit, special efforts may be required to unblock the device.
9. It is important to note that email-id given by the applicant is functional and applicant accesses the same on regular basis as all communications w.r.t DSC like generation, revocation, renewal, expiry details are communicated through the given email-id.
10. For any further clarification, user can write to support@camail.nic.in or visit the NIC-CA website (<https://nicca.nic.in>).
11. **Types of Classes: Depending upon requirement of assurance level and usage of DSC as described below, the applicant may select one of the classes.**

Class-1 Certificate:

Assurance Level: Provides minimum level of assurance. Subscriber's identity is proved only with help of Distinguished Name –DN and hence provides limited assurance of the identity.

Suggested Usage: Signing certificate primarily be used for signing personal emails and encryption certificate is to be used for encrypting digital emails and SSL certificate is used to establish secure communications through the use of secure socket layer (SSL).

Category Issued to the Individual from Govt., PSU/Statutory Bodies, Government Registered Companies and Web Servers/Servers within NIC domain

Class-2 Certificate:

Assurance Level: Provides higher level of assurance confirming the details submitted in the DSC Request Form, including photograph and documentary proof in respect of at least one of the identification details.

Suggested Usage: In addition to the 'suggested usage' mentioned in class I, the class II Signing certificate may also be used for digital signing, code signing, authentication for VPN Client, web form signing, user authentication, Smart Card Logon, single sign-on and signing involved in e-procurement/ e-governance applications.

Category Issued to the Individual from Govt., PSU/Statutory Bodies, Government Registered Companies and Web Servers/Servers in open domain.

Class-3 Certificate:

Assurance Level: Provides highest level of assurances, as verification process is very stringent. Proves existence of name of organizations such as Government Departments/Agencies, PSU/ Govt. Registered Companies and assures applicant's identity authorized to act on behalf of the Government/PSU/Statutory/Autonomous bodies/ Government registered Companies.

Suggested Usage: In addition to the 'suggested usage' mentioned in class-1 & class-2, class-3 signing certificate may also be used for digital signing for discharging his/her duties as per official designation. Class-3 encryption certificate may also be used for encryption requirement as per his/her official capacity.

Category Issued to individuals from Government entities/Head of the Institutions, Statutory/Autonomous bodies, Government registered Companies

Guidelines for verification by Head of Office

- The Head of Office (HO) of DSC requestor has to verify the identity /credentials of applicants. They will be solely responsible for authentication and validation of each subscriber/applicant within the organisation.
- They have to ensure verification process as described below, depending upon the class of certificate as applied by the applicant
- ***Types of Classes: Depending upon requirement of assurance level and usage of DSC as described below, the applicant may select one of the classes.***

Verification Process:

- ***Class-1 Certificate:*** HO has to ensure the validity of the details given in the DSC Request Form and verify the same.
 - ***Class-2 Certificate:*** HO has to ensure the validity of the details given in the DSC Request Form and authenticate the same. HO has to further send it to SIO/NIC-Coordinator for forwarding to NICCA. HO has to utilize various procedures to obtain probative evidence in respect of identity of the applicants by way of seeking photograph and documentary evidence of one of the items under point no. 9 (Identification details) for individual certificate.
For SSL server certificate the HO has to ensure attestation of URL for Web Servers by Domain Name Registering Agency, location of web server.
 - ***Class-3 Certificate:*** In addition to the verification process required for the class II certificates, the applicant's of class III certificates are required to be personally present with proof of their identity to the NIC-CA for issuance of DSC.
- On receipt of DSC application form, SIO/ DIO/HOD/NIC-Co-ordinator is required to ensure that the application form is signed by the HO(Head of Office)/JS/Company Secretary/Superior Officer of the applicant along with the seal of the office.

--oOo--