

THE KOLKATA MUNICIPAL CORPORATION
Office of the Municipal Commissioner
CMO Buildings, 5, S.N. Banerjee Road
Kolkata - 700 013

Date: 04./01./2023

Municipal Commissioner's Circular No. 42 of 2022-23

Sub: Procurement & Renewal of Digital Signature Certificate (DSC)

Kolkata Municipal Corporation has entered into a **Rate Contract** with M/s Alankit Limited for the purpose of procuring new Class-III DSCs and renewing existing Class-III DSCs. This Rate Contract is valid upto 10-Nov-2025. The contracted rates are as follows:

Sl. No.	Item Description	Unit Rate	GST Rate	Certifying Authority	Total Amount
1.	Procurement of a new Class-III DSC	₹322.034	18%	VSign	₹380.00
2.	Renewal of an Existing Class-III DSC	₹177.966	18%	VSign	₹210.00

All concerned are hereby directed that henceforth procurement of new Class-III DSC and renewal of existing Class-III DSC are to be made through M/s Alankit Limited till the time the Rate Contract is valid. For the purpose of placing requisitions either for new Class-III DSC or for renewal of existing Class-III DSC, scanned copies of the following are to be sent through e-Mail:

1. Applicant's PAN Card
2. Applicant's Office ID Card
3. Applicant's Colour Photo (Passport Size)
4. Applicant's Cell Phone Number (to be verified through an OTP sent to the number which is to be shared with the authorized personnel of M/s Alankit Limited)
5. Applicant's e-Mail Address (to be verified through a link sent to the mail address for clicking)
6. Self Authorized Letter of the Applicant (one sample is enclosed for ready reference)

After successful verification of Cell Phone Number and e-Mail Address, a "Video Verification" link will be sent to the applicant's Cell Phone. During video verification, the originals of "Applicant's PAN Card", "Applicant's Office ID Card" and "Self Authorized Letter of the Applicant" are to be shown.

Requisitions can be made directly to M/s Alankit Limited at the following e-Mail Addresses:

- Mr. Sanjoy Kanji - Cell: +919051385016, eMail: sanjayk@alankit.com
- Mr. Vikash Agarwal - Cell: +917980762600, eMail: bikasha@alankit.com
- Mr. Harish Gupta - Cell: +919582200508, eMail: harishg@alankit.com

With copies of each such mails to the following IT Officers:

- Smt Triparna Mondal [**Nodal**] - Cell: +918240201979, eMail: triparna_mondal@kmcgov.in
- Sri Uday Basu - Cell: +919477200150, eMail: uday_basu@kmcgov.in
- Smt Lipi Mandi (Soren) - Cell: +918240283275, eMail: lipi.mandi@kmcgov.in

Concerned departments are also directed to send appropriate CRNs to I.T.Department for each requisition made.

Dc
04/1/23

Municipal Commissioner

Encl.: As stated.

Distribution:

1. Spl. Municipal Commissioner
2. Municipal Secretary
3. CMF&A
4. All Controlling Officers/Director Generals
5. All HoDs

AUTHORIZED SIGNATORY LETTER TO CA FOR e-Sign/DSC

(To be submitted to CA by Authorized Signatory)

To,

VSign CA

2nd Floor, Bhavna Building, V.S. Marg,

Prabhadevi, Mumbai – 400025

I, Controlling Authorized person of the Organization Name **THE KOLKATA MUNICIPAL CORPORATION** have understood the requirements of e-Sign/DSC enrolments under provisions of Information Technology Act, and will authorize the employees in line with those requirements. I have enclosed my ID card /identity letter issued by the organization/ Proof of association with the organization.

(Note - Below information should be same as used in KYC Account)

Applicant Name	Email ID	Mobile no.

Authorized Person Name: _____

Organization Name: THE KOLKATA MUNICIPAL CORPORATION

Position/Designation: _____

Organization Identity Card Number: _____

Office Address: 5 S N BANERJEE ROAD KOLKATA 700013

Office Tel No: 033 22861000

Mobile No: _____

Email ID: _____

Signature: _____

(Seal & Stamp)

Date: _____

Enclosed: ID card of Authorized signatory /identity letter issued by the organization/ Proof of individuals' association with organization.