

Procedure for application of Digital Certificate

Please follow the below mentioned online procedure for issuing the Digital Signature Certificate-

- 1) Fill the 'Subscription Form' which is available on <https://etenders.dpsdae.gov.in>. After filling the form send it along with the supporting documents and a Demand Draft in favour of **Nextenders (India) Pvt. Ltd.** payable at **Mumbai of required amount** (address is mentioned below).
- 2) To understand the procedure of applying DSC, you may follow the link 'Online Application Procedure for DSC' which is available on <https://etenders.dpsdae.gov.in>.
- 3) Please make sure that Photo ID and Address proof attested should be attested only by Banker OR Gazetted officer OR Post Master and all the documents should be self-attested with company stamp.
- 4) Ensure that all signatures including DSC subscriber & authorized person should be with **blue-ink** only.
- 5) **Contact Details-**

Address- Adweb Techno Trade Pvt. Ltd.,
306, Shree Krishna commercial center.
6- UdyogNagar Off. S.V. Road,
Goregaon (West) Mumbai Pin- 400062.

Phone No. - 09820398781, 02242978020, 02242978001, 9223514667

E-mail id- shilpa.gupta@adwebtech.com
deeksha.b@adwebtech.com
aziz@adwebtech.com

- 6) Do the enrollment by link 'https://dsc.safescrypt.com/adwebtechnotrade/' after filling the subscription form. You may refer the attachment 'PPT for DSC enrollment' which is available on <https://etenders.dpsdae.gov.in>.
- 7) It may take up to a maximum of seven (7) working days to issue the Digital Certificate after receiving all the necessary documentation (properly filled) in correct form along with the payment.
- 8) For payment details, please contact to Nextenders (India) Pvt. Ltd. on 0771 4079 420,409,411,413.
- 9) For more details about procedure of applying DSC, you may follow the link 'Online Application Procedure for DSC' which is available on <https://etenders.dpsdae.gov.in>.