



**Building Bridges, Enabling Access**  
An initiative of SBI Foundation

# **Request for Proposal (RFP)**

## **Funding projects for the Upliftment of PwDs**

**Prepared by:**

**SBI Foundation**

**35, Arcade, World Trade Centre, Cuffe Parade, Mumbai – 400005**

[www.sbifoundation.in](http://www.sbifoundation.in)

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# Introduction

## SBI Foundation

SBI Foundation (SBIF) was incorporated to bring all State Bank Group's CSR activities under one umbrella and contribute to the group's efforts to support and uplift the underprivileged sections of society. SBIF's focus areas are Rural Development, Healthcare, Disability and inclusion, Education, Livelihoods/Entrepreneurship, Women's Empowerment, Sports, and Environment.

So far, SBIF has impacted the lives of more than 3 million beneficiaries through its programs /initiatives and aims to continue improving the socio-economic well-being of the society, particularly of the less fortunate and under-privileged members and enable them to live up to the potential that they all possess.

Centre of Excellence for Persons with Disabilities (CoE) is one of SBI Foundation's flagship programs and was launched in 2017 with the goal of institutionalizing the inclusion and empowerment of PwDs, removing barriers to employment and employability of persons with disabilities and disseminating greater awareness about the abilities of PwDs. In the past five years, CoE has made significant strides in its objectives and aims to become a leader in disability inclusion shortly. CoE will evaluate proposals that are aligned with government priorities and are working towards building resilient communities.

## About the Request for Proposal (RFP)

SBIF intends to engage non-profit organizations registered in India for funding projects focusing on early identification of disabilities creating inclusive education opportunity economic independence and mobility of Persons with Disabilities in India. The purpose of this Request for Proposal (RFP) is to invite applications to implement projects in the thematic areas during the current financial FY of 2024-25 and 2025-26. This document provides information to enable the agencies to understand the requirements of SBIF for submitting their "Proposals".

## Invitation for Proposals

SBI Foundation hereby invites proposals from NGOs/NPOs to be funded under the Centre of Excellence for Persons with Disabilities (CoE). The budget for a proposal should be in the range of **Rs. 25.00 lakhs to Rs. 5.00 Crores** for a support period ranging from **12 months to 36 months**.

The RFP document and the four annexures (1) Non-Disclosure Agreement (2) Mandatory Documents checklist (3) Evaluation Form, and (4) Budget Format (5) MoU/Agreement Format is available on the link ( [RFP Documents](#) )

Agencies are requested to study this RFP document carefully before submitting their proposals in response to the call for RFPs. Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications. Prospective agencies are requested to check the prequalification criteria before submission of proposal (both Technical and Financial).

## Key Events and Dates

S. No.	Process step*	Timeline*/Details
1	Publication date of the RFP	26 <sup>th</sup> November 2024
2	Last Date for requesting clarifications through email.	10 <sup>th</sup> December 2024
3	Last Date and Time for submission of proposals via email to coeforpwd@sbifoundation.co.in	15 <sup>th</sup> December 2024 11:59 PM
4	Communication to shortlisted NGOs to make presentations	15 <sup>th</sup> January 2025
5	Submission of hard copies of the proposal & the documents by Shortlisted NGOs	20 <sup>th</sup> January 2025
6	Tentative date for Presentations to be made by shortlisted NGOs	1 <sup>st</sup> - 5 <sup>th</sup> February 2025
7	Final communication of selection	Second Week of February 2025
8	Place of Submission of Proposals (Physical copies)	SBI Foundation, 35, Arcade, World Trade Centre, Cuffe Parade, Mumbai – 400005

\*Subject to all SBI Foundation team complying with the defined timelines as per ownership/responsibility.

# Instructions to the Agencies

## 1. Completeness of Response:

- a. The agencies are requested to study all instructions, forms, terms, requirements and other information in the RFP document carefully (including proposal format, document checklist, reporting formats etc.). Submission of the proposal shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.
- b. The RFP and all the annexures should be **downloaded and filled in** from the link furnished- <https://www.sbifoundation.in/request-for-proposal>. All completed formats should be sent to the SBI Foundation office by email at [coeforpwd@sbifoundation.co.in](mailto:coeforpwd@sbifoundation.co.in) by **15<sup>th</sup> December 2024**.

Link for download: [RFP Documents](#)

**Note:** The Shortlisted NGOs as communicated by SBI Foundation will be required to send hard copies of proposals along with the required documents to SBI Foundation's office address. (SBI Foundation, 35, Arcade, World Trade Centre, Cuffe Parade, Mumbai – 400005).

- c. The response to this RFP should be complete in all respects. Failure to furnish all information required by the RFP documents or submission of a proposal not substantially responsive to the RFP documents in every respect will be at the agency's risk and may result in the rejection of its proposal.

## 2. Agency Inquiries/Clarifications:

- a. The agency shall send their queries to [coeforpwd@sbifoundation.co.in](mailto:coeforpwd@sbifoundation.co.in) with the subject "SBIF COE RFP 2024- \*insert organization's name\*|\*thematic area\*" before 10<sup>th</sup> December 2024. (For Eg.: SBIF COE RFP 2024 – ABCD – DCBA) Queries received after the aforesaid due date will not be responded/acted upon
- b. Queries on the telephone, Social media, or any other medium will **NOT** be entertained.

## 3. SBIF's right to terminate the process:

- a. SBIF may terminate the RFP process at any time and without assigning any reason thereof.
- b. SBIF reserves the right to amend/edit/add/delete any clause. However, this will be informed to all and will become part of the RFP.
- c. During the RFP process, if any information is found false/ fraudulent/ mala fide, then SBIF shall reject the proposal and if necessary, initiate appropriate action.

## 4. Language of Proposal:

- a. Proposals should be submitted in English language only.

## 5. Documents to be submitted and Pre-qualification criteria:

- a. The Agency should be a non-profit organization/trust/society registered in India.

Documents to be submitted\*: Documents to be submitted: Memorandum of Association/ Trust Deed/ Rules and Regulations of Memorandum/ Bye-Laws, Registration Certificate, 12A Certificate, 80(G) Certificate, Form CSR 1, FCRA (not mandatory), PAN Card, Address Proof (electricity bill/ telephone bill/ rent agreement), IT Returns for last 3 years (2020-21, 2021-22, 2022-23 **(2023-24 if available)**), Audited Report of last 3 years (2020-21, 2021-22, 2022-23 **(2023-24 if available)**), Self-Declaration (as mentioned in clause c & d point 6), Annual Report of last 3 years (2020-21, 2021-22, 2023-24 **(2023-24 if available)**), Organization profile (summary of the organization which includes vision, mission, thematic areas, geographical reach etc.), Brief bio data of Board members (including education and work experience), Brief bio data of top management (including education and work experience), Minutes of Board meetings (last 2 meetings), **Personnel/HR policy** (Including Remuneration policy for Directors/Trustees; Remuneration policy for CEO, COO, Secretariat etc. ; Promotion, Increment, Role assignment policy), **Finance Policy** (Including procurement policy, Purchase/Sale of Assets/Investments), Organogram of the organization (hierarchy of manpower, delegation of work, thematic areas etc.), Detailed Budget sheet in Excel format (refer Annexure IV), Third Party Evaluation Report/ Social Audit Report/ Impact Assessment Report, MIS for planning, tracking and reviewing (brief about any tools or softwares being used for monitoring or tracking the progress of the projects), Profile of Key leaders and Founders (bio data), Press reports/ media coverage of the projects, Awards and recognitions (pictures & links), Feedback mechanisms (mention about mechanisms to receive feedback/ suggestions from stakeholders), Monitoring mechanism/ Software (if yes, provide details), GST Certificate (if applicable). (Refer Annexure II for mandatory document submission).

**Note:** Each document (as mentioned in clause (a) of point 6) should be a separate file and named as per the document and collectively put in a zip folder/ google drive link while being sent via email.

### ***The agency must also submit the following documents with the proposal:***

- b. Copy of the RFP shall be submitted with authorized signature and official seal on each and every page of the RFP by the agency.
- c. A self-declaration (on the letterhead) that the Grantee does not discriminate based on race, colour, religion, sex, national origin, age, sexual orientation, gender identity, disability, genetic information, citizenship, veteran or marital status, or any other basis prohibited by law.
- d. The Agency should not have been blacklisted by any Government Agency/PSU/Central/State agency or under a declaration of ineligibility for fraudulent or corrupt practices.

Documents to be submitted: Declaration from the current authorized signatory of the company.

- e. Any Sub-letting, sub-contracting and/or outsourcing of the activities shall not be allowed. Documents to be submitted: Copies of previous project completion and work experience details.

**\*The agency must also submit the copies of policies (Personnel/ HR & Finance) as mentioned in the document checklist.**

**6. Evaluation Process:**

- a. SBI Foundation will shortlist the proposals based on the Shortlisting criteria as mentioned in Page No.11 of the RFP titled 'Selection Criteria for RFP'.
- b. The Internal Committee of SBI Foundation shall evaluate the shortlisted proposals based on the parameters defined in Page No.11 titled 'Selection Criteria for RFP' of the RFP and submit its recommendation to the Competent Authority whose decision shall be final in all aspects.

**7. Grant Terms and Schedule once any agency is selected for implementation of a project.**

- a. All terms regarding the grant will be in accordance with the amendment to the Companies Act 2013, with effect from 20<sup>th</sup> September 2022 and any further enactments by the government shall be binding on all the stakeholders.
- b. A separate bank account (preferably a savings bank account) in State Bank of India for the purpose of this grant and proof of the same should be furnished to SBI Foundation. All receipts and payments related to the said project must be routed through this account.
- c. A grant agreement/MoU will be executed between SBIF and grantee with details of all terms and conditions. The Project will be executed as per the terms and conditions of the grant letter or MoU and shall be binding on the Agency.

**8. Penalty**

- a. SBIF shall be at liberty to impose penalties such as cancellation of awarded grant, if the agency indulges in fraudulent activities, malpractices and male fides. In case of the said situation, SBIF shall blacklist the implementing agency in its books and shall share the information with Ministry of Corporate Affairs/NITI Ayog for further course of action.

**9. Non-Disclosure Agreement (NDA)**

- a. Selected agencies will have to sign the Non-Disclosure Agreement (Annexure) with SBIF.

**10. Transfer of RFP**

- a. The RFP document is not transferable.

**11. Proposal Preparation Costs**

- a. The agency shall submit proposal at its own cost and SBIF shall not be held responsible for any cost incurred by the agency. Submission of proposal does not entitle the agency to claim any cost and rights over SBIF and SBIF shall be at liberty to cancel any or all proposals without giving any notice. All materials submitted by the agencies shall be the absolute property of SBIF and no copyright/patent, etc. shall be entertained by SBIF.

## **12. SBIF's right to terminate the process**

- a. SBIF may terminate the RFP process at any time and without assigning any reason thereof. SBIF reserves the right to amend/edit/add/delete any clause of this Proposal Document. However, this will be informed to all and will become part of the RFP.

## **13. Submission of Proposals**

The proposal submission shall comprise of the duly filled in proposal format uploaded on the website, along with all the annexures as mentioned in the document checklist uploaded on website.

## **14. Late Proposals**

Any proposals received by SBIF after the deadline for submission of proposal shall be declared late and will be rejected.

## **15. Disclaimer:**

- i. The information contained in this RFP document or information provided subsequently to implementing agencies whether verbally or in documentary form/email by or on behalf of SBI Foundation is subject to the terms and conditions set out in this RFP document.
- ii. This RFP is not an offer by SBI Foundation, but an invitation to receive responses from the eligible implementing agencies.
- iii. The purpose of this RFP is to provide the implementing agencies with information to assist in the preparation of their proposals. This RFP does not claim to contain all the information each implementing agency may require. Each implementing agency should conduct its own due diligence and analysis and should check the accuracy, reliability and completeness of the information contained in this RFP. SBI Foundation may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP.
- iv. The SBI Foundation, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Applicant under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered



on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form or arising in any way for participation in this process.

- v. The SBI Foundation also accepts no liability of any nature whether resulting from negligence or otherwise, howsoever caused arising from reliance of any implementing agency upon the statements contained in this RFP.
  - vi. The issue of this RFP does not imply that SBI Foundation is bound to select an implementing agency or engage an agency and SBI Foundation reserves the right to reject all or any of the implementing agencies or proposal without assigning any reason whatsoever.
  - vii. The implementing agency is expected to examine all instructions, forms, terms and specifications in the RFP Document. Failure to furnish all information required by the RFP or to submit a proposal not substantially responsive to RFP in all respect will be at the implementing agency's risk and may result in rejection of the proposal.
16. Modification and Withdrawal of Proposals:
- i. The implementing agency may modify or withdraw its proposal after the proposal submission, provided that written notice of the modification, including substitution or withdrawal of the proposal, is received by SBI Foundation, prior to the deadline prescribed for submission of proposals.
  - ii. No modification in the proposal shall be allowed, after the deadline for submission of proposal.

**SBIF shall award the contract to the selected/identified agency at the Quality & Cost Based Selection (QCBS) method. Allocation of marks will be done by assigning weightage to technical proposals (70%) and Financial Proposal (30%). The full marks will be 100.**

## **Scope of Work**

Proposed projects should aim to enable inclusion and empowerment of PwDs. The projects can be under the following thematic areas:

### **(Care) Health and Rehabilitation Services**

- **Comprehensive Screening Programs**
  - Early identification of developmental delays through new-born screening, health camps, and school-based programs.
  - Routine screening for mental health issues in children with disabilities.
- **Holistic Rehabilitation Programs**
  - Physiotherapy, occupational therapy, and speech therapy at community or home-based centers.
  - Family counselling and support to promote understanding of early intervention needs.
  - Cognitive behavioral support and therapies for neurodivergent children (e.g., autism, ADHD).

- **Tech-Enabled Early Intervention Solutions**

- Use of AI or mobile apps for early tracking of cognitive, physical, and emotional milestones.
- Telemedicine and online consultation services for remote access to specialists.

- **Parent and Caregiver Training Programs**

- Empowering caregivers with skills to provide home-based interventions.
- Training educators and health workers to identify disabilities early.

## **(Samarthya) Digital Inclusion and Accessible Technology**

- Development and deployment of accessible software, websites, and apps.
- Community-based screening to analyze the need for assistive devices for PwDs and Provision of customized Assistive devices/ Accessible Tools
- Making social infrastructure accessible (Common places) like Railway stations, Bus stands, Schools, etc.

## **(Swavlamban) Vocational Training and Skill Development**

### **1. Industry-Specific Vocational Training Programs**

- Offering skill development programs in IT, manufacturing, arts and crafts, hospitality, and retail sectors tailored for PwDs.
- Organizing meetups where candidates and prospective employees will come together.

### **2. Soft Skill and Entrepreneurship Training**

- Fostering entrepreneurial skills, including business planning, marketing, and financial management and credit linkages.
- Soft skills development such as communication, teamwork, and leadership.

## **(SAMAGRA SHIKSHA)**

- Inclusive education
- Inclusive curriculum development and learning resources
- Teacher training /Awareness programs

1. Proposed project should incorporate innovative solutions to promote/provide better support to community of PwDs.
2. The location of the proposed projects can be in any of the states/UT in India.

**Location:** The location of the proposed projects may be in any of the States/Union territories. Further, projects in North-Eastern states and aspirational districts will be given preference.

# Selection Criteria for RFP

The evaluation of the agencies shall be done by the competent authority on following parameters:

## A. Project

1. Alignment with CoE's mission
2. Project objective & rationale
3. Innovation in the project
4. Risk-mitigation measures
5. Log frame & Project timelines
6. Project Monitoring & Evaluation Process
7. Project exit strategy and sustainability plan

## B. Governing Structure

1. The NGO should have a minimum 3 years of registration as on 30.11.2024.
2. The Agency should have minimum of 3 years of experience of executing projects in the Disability Sector.
3. The selection committee of SBI Foundation will verify the due diligence documents as per the checklist provided in Annexure II.

## C. The Agency shall be rejected if:

1. Cumulative Annual revenue of the organization for the last 3 years is less than 2 Crores (As on 31.03.2024)
2. It has political or religious associations
3. Does not have the due diligence documents mentioned in Annexure II
4. The number of board members is less than 4
5. The number of permanent employees is less than 5
6. The individual donors are among the top 3 donors.

# Guidelines for Proposal

The Proposal should comprise of the following:

1. The proposals must be direct, concise, and complete. All information not directly relevant to this RFP should be omitted. The implementation plan should be mentioned in a step-by-step approach, Log frame with means of verification and Work plan with clear timelines should be part of the proposal. SBIF will evaluate the agency's proposal based upon its clarity and the directness of its response to the requirements of the project as outlined in this RFP.
2. Prices shall be quoted entirely in Indian Rupees. The price quoted would be inclusive of all taxes, duties, charges, and levies as applicable. The detailed financials have to be submitted including cost breakups.
3. The proposal must be sent by email to the SBI Foundation at **coeforpwd@sbifoundation.co.in** by 15<sup>th</sup> December 2024. The submission of the proposal should ensure that the technical proposal (Annexure III) and financial proposal (Annexure IV) are placed under two separate envelopes and labeled accordingly on each envelope clearly remarked with the words, "Technical Officer" and "Financial Offer" respectively.

Note: The Shortlisted NGOs as communicated by SBI Foundation would be required to submit the proposal to SBI Foundation's office (SBI Foundation, No. 35, Ground Floor, The Arcade, World Trade Centre, Cuffe Parade Mumbai 400005) by 20<sup>th</sup> January 2025 in hard copy. The submission of the proposal should ensure that the technical proposal (Annexure III) and financial proposal (Annexure IV) are placed under two separate envelopes and labeled accordingly on each envelope clearly remarked with the words, "Technical Officer" and "Financial Offer" respectively. (Both sealed envelopes are to be kept together in one covering envelope). The outer envelope of the submission should read 'SBIF COE RFP 2024-  
\*Insert organization's name\*\_\*thematic area\*'. Eg: SBIF COE RFP 2024- ABCD - ABCD

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# Annexure I - Non-Disclosure Agreement

This Non-Disclosure Agreement ("Non-Disc") is made and entered into ..... day of ..... month ..... year (effective date) by and between SBI Foundation (SBIF) and ..... (Non-profit organizations Name) and whereas, SBIF and ..... (Hereinafter referred to as service provider) have entered into a Non-Disclosure Agreement effective from DD/MM/YYYY.

And,

Whereas, each party desires to disclose to the other party certain information in oral or written form which is proprietary and confidential to the disclosing party, ("CONFIDENTIAL INFORMATION").

NOW, THEREFORE, in consideration of the foregoing and the covenants and agreements contained herein, the parties agree as follows:

## 1. Definitions (As used herein):

(a) The term "Confidential Information" shall include, without limitation, all information and materials, furnished by either Party to the other in connection with - citizen/users/persons/customers data, products and/or services, including information transmitted in writing, orally, visually, (e.g. video terminal display etc.) or on magnetic or optical media, and including all proprietary information, customer & prospect lists, trade secrets, trade names or proposed trade names, methods and procedures of operation, commercial or marketing plans, licensed document know-how, ideas, concepts, designs, drawings, flow charts, diagrams, quality manuals, checklists, guidelines, processes, formulae, source code materials, specifications, programs, software packages, codes and other intellectual property relating to the disclosing party's data, computer database, products and/or services. Results of any tests, sample surveys, analytics, data mining exercises or usages etc. carried out by the receiving party in connection with the SBIF's Information including citizen/users/persons/customer's personal or sensitive personal information as defined under any law for the time being in force shall also be considered Confidential Information.

(b) The term, "SBI Foundation (SBIF)" shall include the officers, employees, agents, consultants, contractors, and representatives of SBIF.

(c) The term, "Service Provider" shall include the directors, officers, employees, agents, consultants, contractors, and representatives of \_\_\_\_\_ (Company Name), including its applicable affiliates and subsidiary companies.

## 2. Protection of Confidential Information:

With respect to any Confidential Information disclosed to it or to which it has access, the Service Provider affirms that it shall:

(a) Use the Confidential Information as necessary only in connection with the Project and in accordance with the terms and conditions contained herein;

(b) Maintain the Confidential Information in strict confidence and take all reasonable steps to enforce the confidentiality obligations imposed hereunder, but in no event take less care with the Confidential Information than the parties take to protect the confidentiality of its own proprietary and confidential information and that of its clients;

(c) Not to make or retain copy of any commercial or marketing plans, citizen/users/person's/customers database, Proposals developed by or originating from SBIF or any of the stakeholders of SBIF except as necessary, under prior written intimation from SBIF, in connection with the Project, and ensure that any such copy is immediately returned to SBIF even without express demand from SBIF to do so;

(d) Not disclose or in any way assist or permit the disclosure of any Confidential Information to any other person or entity without the express written consent of the other party; and

(e) Return to the other party, or destroy, at SBIF's discretion, any and all Confidential Information disclosed in a printed form or other permanent record, or in any other tangible form (including without limitation, all copies, notes, extracts, analyses, studies, summaries, records and reproductions thereof) immediately upon the earlier to occur of (i) expiration or termination of either party's engagement in the Project, or (ii) the request of the other party therefore.

(f) Not to discuss with any member of public, media, press, any or any other person about the nature of arrangement entered between SBIF and Service Provider or the nature of services to be provided by the Service Provider to the SBIF.

3. Onus: Service Provider shall have the onus of proving that any disclosure or use inconsistent with the terms and conditions hereof falls within any of the foregoing exceptions.

4. Exceptions: These restrictions as enumerated in section 1 of this Agreement shall not apply to any Confidential Information:

(a) Which is independently developed by Service Provider or lawfully received from another source free of restriction and without breach of this Agreement; or

(b) After it has become generally available to the public without breach of this Agreement by Service Provider; or

(c) Which at the time of disclosure to Service Provider was known to such party free of restriction and evidenced by documentation in such party's possession; or

(d) Which SBIF agrees in writing is free of such restrictions.

(e) Which is received from a third party not subject to the obligation of confidentiality with respect to such Information;

5. Remedies: Service Provider acknowledges that (a) any actual or threatened disclosure or use of the Confidential Information by Service Provider would be a breach of this agreement and may cause immediate and irreparable harm to SBIF; (b) Service Provider affirms that damages from such disclosure or use by it may be impossible to measure accurately; and (c) injury sustained by SBIF may be impossible to calculate and remedy fully. Therefore, Service Provider acknowledges that in the event of such a breach, SBIF shall be entitled to specific performance of Service Provider's obligations contained in this

Agreement. In addition, Service Provider shall indemnify SBIF of the actual and liquidated damages which may be demanded by SBIF. Moreover, SBIF shall be entitled to recover all costs (including reasonable attorneys' fees) which it or they may incur in connection with defending its interests and enforcement of legal rights arising due to a breach of this agreement by Service Provider.

6. Need to Know: Service Provider shall restrict disclosure of such Confidential Information to its employees and/or consultants with a need to know (and advise such employees of the obligations assumed herein), shall use the Confidential Information only for the purposes set forth in the Agreement, and shall not disclose such Confidential Information to any affiliates, subsidiaries, associates and/or third party without prior written approval of the disclosing party.

7. Intellectual Property Rights Protection: No license to a party, under any trademark, patent, copyright, design right, mask work protection right, or any other intellectual property right is either granted or implied by the conveying of Confidential Information to such party.

8. No Conflict: The parties represent and warrant that the performance of its obligations hereunder do not and shall not conflict with any other agreement or obligation of the respective parties to which they are a party or by which the respective parties are bound.

9. Authority: The parties represent and warrant that they have all necessary authority and power to enter into this Agreement and perform their obligations hereunder.

10. Dispute Resolution: If any difference or dispute arises between the SBIF and the Service Provider in connection with the validity, interpretation, implementation or alleged breach of any provision of this Agreement, any such dispute shall be referred to the Managing Director, SBIF.

11. Entire Agreement: This Agreement constitutes the entire understanding and agreement of the parties, and supersedes all previous or contemporaneous agreement or communications, both oral and written, representations and understandings among the parties with respect to the subject matter hereof.

12. Amendments: No amendment, modification and/or discharge of this Agreement shall be valid or binding on the parties unless made in writing and signed on behalf of each of the parties by their respective duly authorized officers or representatives.

13. Binding Agreement: This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and permitted assigns.

14. Severability: It is the intent of the parties that in case any one or more of the provisions contained in this Agreement shall be held to be invalid or unenforceable in any respect, such provision shall be modified to the extent necessary to render it, as modified, valid and enforceable under applicable laws, and such invalidity or unenforceability shall not affect the other provisions of this Agreement.

15. Survival: Both parties agree that all of their obligations undertaken herein with respect to Confidential Information received pursuant to this Agreement shall survive till perpetuity even after any expiration or termination of this Agreement.

16. Term: This Agreement shall remain valid up to 1 years from the "effective date".

IN WITNESS HEREOF, and intending to be legally bound, the parties have executed this Agreement to make it effective from the date and year first written above.

For SBIF India,

For Service Provider

\_\_\_\_\_

\_\_\_\_\_

Name of the authorized signatory

Name of the authorized signatory

Designation:

Designation:

Witnesses:

1. \_\_\_\_\_

2. \_\_\_\_\_

SBIF Foundation



## Annexure II - Due Diligence Document Checklist

Sr. No	Documents
1	Proposal form
2	Two Donor Feedbacks
3	Memorandum of Association/Trust Deed/Rules and Regulations Memorandum of Association/
4	Registration Certificate
5	12A Registration
6	80G Registration
7	GST certificate
8	Form CSR 1
9	10B
10	FCRA Certificate (If available)
11	PAN
12	Address Proof(Utility bill of the latest month)
13	IT – Returns (Last 3 Years)
14	Audited Reports (Last 3 Years)
15	Self-Declaration(Not appearing in blacklisted NGO)
16	Annual Reports (Last 3 Years)
17	Organization Profile
18	Brief Bio Data (incl. Education and Work ex) of Board Members
19	Brief Bio Data (incl. Education and Work ex) of Top Management
20	Minutes of Board Meeting (last two)
21	<b>Personnel/HR Policy:</b> Including Remuneration policy for Directors/Trustees; Remuneration policy for CEO, COO, Secretary etc. ; Promotion, Increment, Role assignment policy.
22	<b>Finance Policy:</b> Including procurement policy, Purchase/Sale of Assets/Investments.
23	Organogram of Organization
24	Detailed Budget sheet in Excel
25	Third party evaluation/Audit reports/Impact Assessment
26	MIS for planning, tracking & reviewing
27	Press reports about organization/ or its important event coverages.
28	Awards and Recognitions Pics/link(During last 3 years)
29	Feedback mechanism (Beneficiaries feedback collected by the NGO)
30	Monitoring Mechanism/Software in place

## Annexure III - Technical Form (Evaluation Form)

Section 1: Organization Details & Section 2: Project Proposal)  
The proposal shall be evaluated out of 100.

Link: [Evaluation Form](#)

## Annexure IV - Financial Format

Link: [Financial Format](#)

SBI Foundation

