



Request for Proposal (RFP)

**Funding projects for SBIF –
Muskaan (Child Development)**

Prepared by:

SBI Foundation

**35, Arcade, World Trade Centre, Cuffe Parade, Mumbai –
400005 www.sbifoundation.in**

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Introduction

SBI Foundation

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

So far, SBIF has impacted the lives of more than 20 million beneficiaries through its various CSR initiatives and aims to continue improving the socio-economic well-being of society, particularly of the less fortunate and under-privileged members and enable them to live up to the potential that they all possess.

SBIF MUSKAAN is SBI Foundation's flagship program for Child Development. It is a new programme which is being introduced by SBI Foundation to holistically address the vulnerabilities faced by the children, keeping in mind the best interest of the child. Aligned with the principles of the United Nations Convention on the Rights of the Child (UNCRC), the programme aims to address the multidimensional child-related issues in rural and urban areas like malnutrition, lack of access to healthcare, lack of access to quality education, and child protection related issues.

About the Request for Proposal (RFP)

SBI Foundation (SBIF) intends to engage non-profit organisations registered in India with relevant experience in the domain of Child Care Institutions, Early Childhood Development and Child Sexual Abuse. The purpose of this Request for Proposal (RFP) is to invite potential grantee organisations with a proven track record to implement Child Development projects, as detailed in the Scope of Work. 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 seeking funding under SBIF Muskaan. The budget for a proposal should be as per mentioned in the Framework (Page 12 onwards), for a support period of 2 years. **Multiple submissions will be disqualified.**

(For project proposals below Rs. 1.00 Cr., the **cumulative revenue** of the organization for the **last 3 financial years** (2021-22, 2022-23, 2023- 24, {2024-25, subject to availability}), should be a minimum of Rs. 2.00 Cr.

And

For project proposals above Rs. 1.00 Cr, the **cumulative revenue** of the organization for the **last 3 financial years** (2021-22, 2022-23, 2023- 24, {2024-25, subject to availability}), should be a minimum of Rs. 5.00 Cr).

The RFP document, proposal forms, document checklist, grant utilisation format, quarterly reporting format is available on SBI Foundation's website: <https://www.sbifoundation.in/Request%20for%20Proposals>

Agencies are requested to study this RFP document carefully and checking their eligibility with the 'Document Checklist' and other criteria mentioned in the RFP 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

Sr. No.	Process step	Timeline/Details
1	Publication date of the RFP	17 th July 2025
2	Last Date for requesting clarifications through email	24 th July 2025
3	Last Date and Time for submission of proposals	11 th August 2025
4	Communication to the shortlisted participants to make presentations	20 th – 24 th August 2025
5	Tentative date for Presentations to be made by shortlisted candidates	3 rd – 7 th September 2025
6	Final communication of selection	After 15 th September 2025
7	Place of Submission of Proposals (Online Submission only)	<p><u>muskaanrfp@sbifoundation.co.in</u> Soft copies to be sent by 11th August with the subject line “SBIF MUSKAAN RFP (ORGANISATION NAME)”</p> <p>Only Shortlisted NGOs will be contacted, and they shall be required to submit hard copies at a later date.</p> <p>Address: SBI Foundation, Shop no. 35, The Arcade, World Trade Centre, Cuffe Parade, Mumbai 400005.</p>

Instructions to the Agencies

1. Submission of Proposal

- a. The agency can only submit one proposal at a time.
- b. The agency should submit the proposal only if it meets all the criteria mentioned in this RFP. No deviations are allowed. No reference is entertained; it might also lead to disqualification.

2. 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 a full understanding of its implications.
- b. The RFP and all the annexures (including the filled evaluation form and budget sheet) should be downloaded and filled from the links furnished - <https://www.sbifoundation.in/Request%20for%20Proposals>. All completed formats should be sent to the email id muskaanrfp@sbifoundation.co.in by 11th August 2025. The shortlisted NGOs will be requested to submit hard copies later.
- 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.

3. Agency Inquiries/Clarifications:

- a. The agency shall send their queries to muskaanrfp@sbifoundation.co.in with the subject line 'SBIF MUSKAAN - RFP Queries' before 24th July 2025 (Due date for submission of queries/clarifications as mentioned in the Key Events and Dates). Queries received after the aforesaid due date will not be responded to/acted upon.
- b. Queries on the telephone, social media, or any other medium will NOT be entertained.

4. SBIF's right to terminate the process:

- a. SBIF may terminate the RFP process at any time 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.

5. Language of Proposal:

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

6. Documents (soft copies) to be submitted and Pre-qualification criteria:

- a. The agency should be a non-profit organisation such as a registered trust, registered society, Section 8 company, or any entity established under an Act of Parliament or a State Legislature registered in India.

Documents to be submitted: A checklist of the documents is attached as **Annexure II.**

- b. A self-declaration (on the letter head) 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.
- c. Performance Track record: In accordance with the SBI Foundation, the agency will monitor the project's progress and submit monthly or quarterly reports to ensure effective end-to-end management and maintain a comprehensive track record.

The organisation must have a **minimum of three years of experience** in Child Protection / Early Childhood Development (Depending on the intervention for which they are applying). The broad scope of expertise required includes:

- **Proven experience** in running / working with child care institutions for vulnerable children, including family reintegration, adoption and foster care services.
- **Proven experience** in early childhood development related interventions.
- **Proven experience** in working with the issue of Child Sexual Abuse.

- d. 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.
- e. 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 authorised signatory of the company.

The agency must also submit the remaining documents and policies (soft copies) as mentioned in the document checklist (Annexure II).

- Copy of the RFP shall be submitted signed by authorized signatory and official seal on each and every page of the RFP by the agency.

- Audited Annual financials should be submitted as per the proposal format.
- Self-attested copy of Registration Certificate, tax-exempt status under 12 A, Section 80(G), PAN Card, IT Returns for last 3 consecutive financial years, Audited Financial Statements for last 3 consecutive financial years, Annual reports of activities for last 3 consecutive financial years and Memorandum of Association/ Trust Deed/ Rules and Regulations/Bye-Laws.

7. Evaluation Process:

- a. SBI Foundation will shortlist the proposals based on the shortlisting criteria as mentioned on Page No. 16 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 on Page No. 16 titled 'Selection Criteria for RFP' of the RFP and submit its recommendation to the competent authority, whose decision shall be final in all aspects.

8. Grant Terms and Schedule:

- a. Grant will be released on a quarterly/ half-yearly basis on satisfactory performance by SBI Foundation and submission of quarterly reports (activity and financial utilisation), duly signed by the authorised signatory and duly certified by the auditors of the successful agency. A brief monthly update on activities conducted would also be required to be submitted.
- b. All terms regarding the grant will be in accordance with the amendment to the Companies Act 2013, with effect from 22nd January 2021 and 7th July 2025, and any further enactments by the government shall be binding on all the stakeholders.
- c. Any unutilized disbursement lying with the agency at the end of the Financial Year, i.e. on 31st March of the preceding year, shall be promptly intimated and refunded in compliance with CSR rule.
- d. A separate bank account (preferably a savings bank account) in the 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.
- e. SBIF will release the grant, subject to verification of the reports submitted by the successful agency and subsequent approval by the Competent Authority, on submission of the invoice and all other supporting documents being in order.
- f. A grant agreement/MoU will be executed between SBIF and the grantee with details of additional 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.

9. Penalty

SBIF shall be at liberty to impose penalties, including cancellation of the awarded grant, if the agency indulges in fraudulent activities, malpractices, and mala fide. In case of the said situation, SBIF shall blacklist the implementing agency in its books and shall share the information with the Ministry of Corporate Affairs for further course of action.

10. Non-Disclosure Agreement (NDA)

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

11. Transfer of RFP

The RFP document is not transferable.

12. Proposal Preparation Costs

The agency shall submit the proposal at its own cost, and SBIF shall not be held responsible for any costs incurred by the agency. Submission of a 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.

13. Submission of Proposals

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

14. Late Proposals

Any proposals received by SBIF after the deadline for submission of the 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 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 investigations and analysis and should check the accuracy, reliability and completeness of the information contained in this RFP and, where necessary, obtain independent advice/clarifications. 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 its advisors make no representation or warranty and shall have no liability to any person, including any applicant under any law, statute, rules, 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 proposals 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 the RFP in all respects will be at the implementing agency's risk and may result in the 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 before the deadline prescribed for submission of proposals.
- ii. No modification in the proposal shall be allowed after the deadline for submission of the proposal.

The selection of the Implementing agency will be done based on the Quality and Cost Based Selection (QCBS) method. Allocation of marks will be done by assigning weightage to the Technical Proposal (80%) and Financial Proposal (20%).

Scope of Work

The proposed projects under **SBIF- Muskaan** should focus on one of the interventions mentioned under the thematic area and must broadly follow the framework as mentioned on Page 12-15. (Framework for SBI Foundation Muskaan)

Thematic area: Child Development

Interventions under which proposals are invited:

(Note: An NGO can submit proposal for a single intervention as mentioned below)

Intervention 1: Adoption of Child Care Institutions (for children in need of care and protection, street-connected children, orphaned children, children of sex workers, victims of child trafficking/child labor, children in conflict with law and other vulnerable children)

Intervention 2: Providing Early Childhood Care through Creation of Model Anganwadi Centers-cum-Creches (AWCCs)

Intervention 3: Combating Child Sexual Abuse through awareness, counselling and legal support

Framework of SBIF- Muskaan

Partner organizations applying for a project in the above-mentioned thematic area must follow the broad framework for SBIF- Muskaan for each of the following interventions:

Intervention 1: Adoption of Child Care Institutions

(Note: The organisation must either have adopted a Child Care Institution (CCI) with due approval from the Child Welfare Committee (CWC), or already run a government-registered CCI, or be directly involved in the management of the CCIs and working for capacity building)

Preferred Project Locations: Maharashtra, Uttar Pradesh, Bihar

Project Budget: 0.25 - 2 Cr.

Project Duration: 2 years

Activities to be undertaken:

- **Baseline Survey:** A detailed study shall be conducted to identify the needs of the children in the childcare home and the gaps in the existing systems.
- **Government Approvals:** The NGO shall take necessary approval from the government for adopting the Child Care Institutions.
- **Infrastructure and Facilities:** A home shall be adopted and developed into a child friendly environment with age and gender-based segregation, preferably with a playground and proper WASH facilities. Each home shall cater for approximately 25-50 children. **Individual Care Plans** shall be developed for the children in the homes.
- **Nutrition and Healthcare:** The home shall have a proper weekly nutritional plan for the children and a medical room with a doctor. Monthly health check-ups shall be done of all the children.
- **Counselling:** The home shall have a professional child psychologist/counsellor to facilitate individual and group counselling.
- **Education, Life Skills and Vocational Training:** The home shall facilitate all the children's admission to school and keep a home educator for additional educational support. Apart from formal education other life skills like personal hygiene, spoken English, computer etc. shall be provided. Digital facilities shall be developed in the homes to encourage learning.
- **Child Participation and Recreation:** The formation of a children's committee to discuss the condition of the stay is mandatory. There shall be scope for recreational activities of the children.

- **Community Interaction:** Community interaction with the children in the Home shall be encouraged to redress the issue of stigmatization of vulnerable children through exposure visits and outdoor activities.
- **Capacity building:** Quarterly capacity-building sessions for the staff of the institute shall be conducted by external faculties with expertise in child protection issues.
- **Family tracing, strengthening and alternative care:** Family tracing and family strengthening programmes shall be facilitated. For abandoned or orphaned children, the option for alternative care shall be explored.

****NGOs shall maintain compliance with the JJ Act***

**NGOs can add activities as per their expertise and the assessed needs of the target beneficiaries.*

Intervention 2: Early Childhood Care through Model Anganwadi cum Creches (AWCCs)

Preferred Project Locations: Jharkhand, Odisha & Telangana (Informal work settings, remote rural areas with lack of early childhood care facilities, urban slums etc.)

Project Budget: Up to 2 Cr. (for 4 AWCCs)

Project Duration: 2 years

Activities to be undertaken:

- **Baseline Survey:** Situational analysis for identifying vulnerable communities with poor Anganwadi infrastructure / informal work settings which require creches. The AWCCs shall cater to approximately 40 children (0.5-6 years).
- **Government Approvals:** Take necessary approvals from the Government for creating Model AWCCs.
- **Nurturing Care Framework:** The Model AWCCs shall be created incorporating all the components of the UN & WHO nurturing care framework - good health, responsive caregiving, adequate nutrition, safety and security and opportunities for early learning.
- **Renovation/Set up of Centres:** The identified AWCCs shall have permanent structures and shall be renovated incorporating passive learning techniques in the design to facilitate child friendly spaces with play area, kitchen and proper WASH facilities. There shall be demarcated separate areas for different age groups -

under 3-year-olds and 3–6-year-olds each for sleeping, cleaning, eating, conducting activities and breastfeeding.

- **Capacity building:** The AWCC workers shall be provided with comprehensive orientation training on Early Childhood Development (ECD) and quarterly refresher training on immunization, nutrition, pre-primary education and socio-emotional learning.
- **Parental Capacity Building:** Awareness camps for parents shall be conducted through monthly community childcare workshops on responsive care, health and nutrition, safety and security of the children.
- **Healthcare and Nutrition:** Regular health check-ups shall be conducted to track the developmental needs of children and nutritional support (3 meals) shall be provided. Kitchen gardens can be developed for providing nutritious meals.
- **Early Stimulation and Play-based learning:** Children shall be provided with age-appropriate, activity-based learning opportunities, including early stimulation for children aged 6 months to 3 years, and foundational literacy and numeracy for those aged 3 to 6 years.
- **Community Awareness and Ownership:** Community awareness campaigns shall be organized to enhance knowledge on ECD, scheme linkages and increase community ownership for the centers.

****NGOs are advised to follow the guidelines for Palna – AWCC's SOP and National Minimum Guidelines for Setting up and running creches under Maternity Benefits Act for submission of proposals.***

**NGOs can add activities as per their expertise and the assessed needs of the target beneficiaries.*

Intervention 3: Combating Child Sexual Abuse

Preferred Project Location: Uttar Pradesh, Maharashtra, Madhya Pradesh

Project Budget: Up to 1 Cr.

Project Duration: 2 years

Activities to be undertaken:

Part A Prevention – Awareness in Schools

- **Baseline Survey:** Conduct a baseline survey in all target schools in a district to assess existing child protection practices, mechanisms for redressal of child sexual abuse (CSA), awareness levels among children, staff, and parents, and overall school safety environment.
- **Government Approval:** The NGO shall get necessary approval from the government for conducting sessions in schools and other project activities.
- **Education and Awareness:** Sessions shall be conducted in government/government aided schools by faculties with an expertise in child protection issues for students on Reproductive & Sexual Health, Types of Abuse, Personal safety, Orientation on POCSO Act and other child protection related issues.
- **Teacher & Staff Training:** The NGOs shall work with the school administration and teachers by conducting training on signs and symptoms of abuse, developing robust grievance redressal systems for bullying, corporal punishment and abuse and developing school-level child protection policies and Standard Operating Procedures (SOPs) for creating a child-friendly environment.
- **Parental Education Programs:** Conduct workshops for parents on recognizing signs of abuse, effective communication, legal rights, and child protection laws.
- **Community Mass Campaigns:** Community level awareness of the issue shall be raised by engaging the students at the school through various mediums. Focus on de-stigmatizing CSA reporting and encourage collective responsibility.

Part B Psychological Support & Legal Support

- **Multi-stakeholder engagement:** The NGOs shall work with District Child Welfare Committees, District Child Protection Unit, Women & Child Welfare Unit, Police and Legal Service Authorities and other related stakeholders for getting list of pending CSA cases and providing support person service under POCSO rules.
- **Counselling support:** Counselling support shall be provided to the survivors by trained professionals with regular follow-ups.
- **Legal support:** The agency will coordinate with police, judiciary, and the District Legal Services Authority (DLSA) to support CSA survivors through the legal process. This includes tracking the status of cases, assisting in the application for victim compensation, and providing legal counselling and support person services under the POCSO Act.

**NGOs can add activities as per their expertise and the assessed needs of the target beneficiaries.*

Selection Criteria for Agencies

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

A - 1. Project

1. Alignment with SBIF Muskaan's framework as mentioned in page no. 12-15.
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
8. Project Sustainability

A - 2. Budget

1. Budget Justification & Cost-effectiveness of the proposed budget
2. Budget Compliance (Final budget will be subject to the discretion of SBI Foundation and in line with SBIF Muskaan Strategy)

B. Governing Structure

1. The NGO should have a minimum 3 years of registration.
2. The NGO should have a minimum of 3 years of work experience in the proposed state.
3. The NGOs have demonstrated capability to improve measurable outcomes to ensure effectiveness and efficiency of the intervention.
4. The Agency should have previous experience of executing projects in the interventions mentioned and applied for.
5. Although the selection criteria for agencies is being set on the above-mentioned points, 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. The cumulative revenue of the organization for the last 3 financial years (2021-22, 2022-23, 2023- 24), {2024-25 (if available)} is less than Rs. 2.00 Cr when the proposed project budget is between 50 Lakh to Rs. 1.00 Cr.

2. The cumulative revenue of the organization for the last 3 financial years (2021-22, 2022-23, 2023-24), {2024-25 (if available)} is less than of Rs. 5.00 Cr when the proposed project budget is above Rs. 1.00 Cr.
3. It has political or religious associations
4. Does not have the due diligence documents mentioned in Annexure II
5. The number of board members is less than 4
6. The number of permanent employees is less than 5
7. The individual donors are among the top 3 donors

Guidelines for Proposal

The Proposal should comprise 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, a Log frame with means of verification, and a Work plan with clear timelines should be part of the proposal. SBIF will evaluate the agency's proposal based on 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 proposed projects that work with and are supported by the government will be preferred.
4. The proposed interventions should be sustainable and scalable and can be replicated across geographies and demographics.
5. NGOs having demonstrated the capability to improve measurable outcomes to ensure the effectiveness and efficiency of the intervention will be preferred.
6. Projects should be inclusive in nature, targeting beneficiaries from all strata and groups of society.

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 (Organisation's name) and whereas, SBIF and (Hereinafter referred to as the 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/customers' 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 their own proprietary and confidential information and that of their clients.
- (c) Not to make or retain copies of any commercial or marketing plans, citizen/users/persons/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 the public, media, press, or any other person about the nature of the arrangement entered into between SBIF and the Service Provider or the nature of services to be provided by the Service Provider to the SBIF.

3. Onus: The 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 the 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 the Service Provider; or
- (c) Which at the time of disclosure to the Service Provider was known to such party to be 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 the 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, the Service Provider acknowledges that in the event of such a breach, SBIF shall be entitled to specific performance of the Service Provider's obligations contained in this Agreement. In addition, the 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) that 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 the 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 does 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 year 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. _____

Annexure II

Due Diligence Document Checklist

Sr. no	Documents
1	Proposal form - (Annexure III)
2	Trust Deed/ Rules and Regulations/ Memorandum of Association
3	Registration Certificate
4	Valid 12A Registration
5	Valid 80G Registration
6	FCRA Certificate (For FCRA registered organisations)
7	PAN
8	Address Proof
9	IT - Returns (Last 3 Financial Years - FY 2021-22, 2022-23, 2023-24), {2024-25 (if available)}
10	Audited Reports (Last 3 Financial Years - FY 2021-22, 2022-23, 2023-24), {2024-25 (if available)}
11	Self-Declaration: Stating that the “Organisation has never been blacklisted by any Organisation or never have been found in any financial irregularities or criminal activities till date and does not have any religious or political associations.”
12	Annual Reports (Last 3 Financial Years - FY 2021-22, 2022-23, 2023-24), {2024-25 (if available)}
13	Organisation Profile
14	Brief Bio Data (incl. Education and Work ex) of Board Members
15	Brief Bio Data (incl. Education and Work ex) of Top Management
16	Minutes of Board Meeting (last two)
17	Personal/HR Policy: Including Remuneration policy for Directors/Trustees; Remuneration policy for CEO, COO, Secretary, etc.; Promotion, Increment, Role assignment policy.
18	Finance Policy: Including procurement policy, Purchase/ Sale of Assets/ Investments.
19	Organogram of Organisation
20	Detailed Budget sheet in Excel
21	Third-party evaluation/Audit reports/Impact Assessment
22	MIS for planning, tracking & reviewing
23	Profile of Key Leaders and Founders
24	Media Reports and Publication (Regarding the organisation's achievements)
25	Awards and Recognitions Pics/link
26	Feedback mechanism (Beneficiaries & other stakeholders)
27	Monitoring Mechanism/Software in place
28	GST certificate
29	Form CSR 1

Annexure III

Technical Proposal (Evaluation Form) –

Section 1: Organisation Details

Section 2: Project Proposal The proposal shall be evaluated out of 100.

Link: [SBIF Evaluation Form.docx](#)

Annexure IV

Financial Format

Link: [Budget Format.xlsx](#)

Annexure V

MoU & Grant Letter

Link: [MOU Grant Letter Muskaan.pdf](#)