



Request for Proposal (RFP)

**CSR funding for projects in the focus area of
Foundational Learning for Out-of-School Girls**

Prepared by:

SBI Foundation

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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 30 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 underprivileged members, and enable them to live up to the potential that they all possess.

SBI Foundation's work through its flagship program, **SBIF ILM – Integrated Learning Mission**, is geared towards contributing to achieving the UN SDG 4 "Quality Education".

The SBIF ILM program works primarily in the following 4 themes:

- A. Good Quality Learning Resources
- B. Capable Teachers and School Systems
- C. Vibrant Schools
- D. Access to Quality Higher Education

About the Request for Proposal (RFP)

SBIF intends to engage non-profit organizations registered in India for funding projects in the thematic area of "Foundational Learning for Out-of-School Girls". The purpose of this Request for Proposal (RFP) is to invite potential grantees with a proven track record to implement projects in Foundational Learning for Out-of-School Girls. 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 ILM: Foundational Learning for Out-of-School Girls”. The budget for a proposal should be in the range of Rs. 50.00 Lakhs to Rs. 3.00 Cr. for a support period of 1-3 years starting this Financial Year. Multiple submissions will be disqualified.

(For project proposals between 50 Lakhs to Rs. 1.00 Cr, the cumulative revenue of the organization for the last 3 financial years (2022-23, 2023-24, 2024-25), 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 (2022-23, 2023-24, 2024-25), should be a minimum of Rs. 5.00 Cr)

The RFP document, proposal forms, **document checklist**, grant utilization format, quarterly reporting format is available on SBI Foundation’s website: [sbifoundation.in/Request for Proposals](https://sbifoundation.in/Request%20for%20Proposals).

Applicants are requested to study this RFP document carefully and check 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	1 st October 2025
2	Last Date for requesting clarifications through email	15 th October 2025 (Responses will be shared by us on email and a FAQ document will be shared and updated based on queries)
3	Last Date and Time for submission of proposals	21 st October 2025
4	Communication to shortlisted participants to make presentations	31 st October 2025
5	Tentative date for Presentations to be made by shortlisted candidates	1 st – 5 th November 2025
6	Final communication of selection	14 th November 2025* *May change, subject to internal timelines
7	Place of Submission of Proposals (Online Submission only)	sbifilmrfp@sbifoundation.co.in Soft copies to be sent by 21st October 2025 with subject line “SBIF ILM RFP <NGO NAME>” Only Shortlisted NGOs will be contacted, and they shall be required to submit Hard copies at a later date. Address: SBI Foundation, Shop no. 35, The Arcade, World Trade Centre, Cuffe Parade, Mumbai 400005

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 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 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** from the link furnished- <https://www.sbifoundation.in/request-for-proposal>. All completed formats should be sent to the email id sbifilmrfp@sbifoundation.co.in by 21st October 2025. The shortlisted NGOs will be requested to submit hard copies at a later date.
- 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 rejection of its proposal.

3. Agency Inquiries/Clarifications:

- a. The agency shall send their queries at sbifilmrfp@sbifoundation.co.in with the subject line 'SBIF ILM - RFP Queries, before 15th October 2025. Queries received after the aforesaid due date will not be responded/acted upon.
- b. Queries on 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, 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.

5. Language of Proposal:

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

6. Documents (Scan) 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: A checklist of the documents is attached as **Annexure II**.
- b. Proposal Evaluation form shall be submitted with authorized signature and official seal on each page of the Proposal Evaluation Form and accompanying documents (as per the document checklist) by the agency.
- c. **Performance Track record:** The applicant agency will be evaluated based on

experience and expertise as under:

- **Minimum 5 years of experience in FLN and Remedial Education Programs**
Proven track record of designing, implementing, and scaling FLN interventions, particularly in educating out-of-school children and supporting their mainstreaming into formal education systems.
- **Focus on Out-of-School Girls and Gender Equity**
Minimum 5 years of demonstrated experience in implementing gender-responsive programs that prioritize the education of out-of-school girls, promote girls' leadership, and address barriers to access, retention, and learning outcomes.
- **Community Mobilization and Engagement**
Experience in mobilizing parents, school management committees, and community leaders to support girls' education. Strong capacity-building experience with teachers, volunteers, and frontline workers to deliver inclusive and participatory FLN interventions.
- **Pedagogical Expertise in Foundational Learning**
Proven ability to implement evidence-based, child-centered pedagogies in reading, writing, numeracy, and life skills. Experience in developing remedial education modules, bridge courses, and multi-lingual learning materials aligned with NEP 2020.
- **Assessment, Monitoring, and Evidence Generation**
Experience in designing and conducting baseline, midline, and endline assessments to measure learning outcomes. Ability to use data-driven approaches to improve instruction and provide remedial support.
- **Implementation in Underserved Regions**
Proven track record of working in economically disadvantaged, remote, or conflict-affected regions with high proportions of out-of-school children, ensuring culturally responsive interventions. Minimum 5 years of proven experience in implementing FLN or remedial education programs in the selected geographies. Preference will be given to organizations with an established presence and demonstrable impact in districts/blocks with high proportions of out-of-school children, particularly girls. Interventions should be context-sensitive, addressing local linguistic, socio-cultural, and gender-specific barriers to learning.
- **Government Partnerships and Convergence**
Demonstrated experience in collaborating with government schemes and policies such as NIPUN Bharat Mission, Samagra Shiksha Abhiyan, and Beti Bachao Beti Padhao, ensuring alignment with national and state priorities for foundational learning.
- **Sustainability and Scale**
Evidence of successfully scaling FLN programs while building local institutional capacity, ensuring sustainability through partnerships with schools, local NGOs, and community-based organizations.

Documents to be submitted: Copies of previous project completion and work experience details.

- a. Any Sub-letting, sub-contracting and/or outsourcing of the activities shall not be allowed.
- b. 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.
- c. 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.

7. Evaluation Process:

- a. SBI Foundation will shortlist the proposals based on its internal Shortlisting criteria. SBI Foundation will shortlist the proposals based on the Shortlisting criteria as mentioned on Page No. 17 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. 17 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 authorized signatory and duly certified by the auditors of the successful agency. Brief monthly updates 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 any further enactments by the government shall be binding on all the stakeholders.
- c. 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.
- d. 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 invoice and all other supporting documents being in order.
- e. A grant agreement/MoU will be executed between SBIF and 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

- a. SBIF shall be at liberty to impose penalties, including cancellation of awarded grant, if the agency indulges in fraudulent activities, malpractices and mala fides. 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) with SBIF.

11. Transfer of RFP

The RFP document is not transferable.

12. Proposal Preparation Costs

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.

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 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 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 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 for 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.

Scope of Work

The proposed projects under the theme of 'Foundational Learning for Out-of-School Girls' will be part of the SBI Foundation's program SBIF ILM: Integrated Learning Mission.

Since 2015, the Education vertical (Integrated Learning Mission) has been advancing educational equity and foundational learning outcomes through partnerships with grassroots organizations. These collaborations have led to innovative pilot initiatives that are scalable and replicable, strengthening systems of learning, fostering inclusivity, and contributing to long-term community transformation.

In FY 2025-26, SBI Foundation aims to enhance its focus with a sharper focus on advancing Foundational Literacy and Numeracy (FLN). By prioritizing inclusive and gender-responsive education, particularly for out-of-school girls and marginalized children, SBIF seeks to deliver scalable solutions that improve learning outcomes and contribute to long-term educational equity in underserved communities.

Preferred Project Locations: Provisional Districts (by Priority States / Evidence-Informed)
The identified districts by SBIF represent priority geographies characterized by large population bases, historically high vulnerability, and significant out-of-school (OOS) signals. Spatial analyses further classify these districts as OOS, tribal, or high-poverty pockets. The prioritization has been validated through UDISE+ 2023–24 and ASER 2024 datasets to ensure alignment with evidence-based targeting. Applicants will be required to propose interventions within these identified districts.

States	Districts
Uttar Pradesh (12)	Gorakhpur Varanasi Azamgarh Ballia Mau Lucknow Bahraich Sitapur Moradabad Basti Hathras Mainpuri

Bihar (12)	Patna Gaya Muzaffarpur Purnia Saharsa Sitamarhi Madhubani Begusarai Siwan Samastipur East Champaran West Champaran
Madhya Pradesh (10)	Jhabua Mandla Dindori Chhindwara Satna Sagar Bhind Morena Balaghat Anuppur
Rajasthan (13)	Jodhpur Barmer Balotra Banswara

	Bikaner Jaisalmer Jalore Tonk Sirohi Phalodi Udaipur Hanumangarh Ganganagar
Odisha (8)	Koraput Kandhamal Rayagada Gajapati Balasore Kalahandi Nuapada Malkangiri
West Bengal (5)	Murshidabad Malda Uttar Dinajpur (North Dinajpur) Purulia Cooch Behar
Jharkhand (4)	Dumka West Singhbhum (Chaibasa) Latehar Gumla

Chhattisgarh (6)	Bastar (Kanker / Bastar region) Dantewada (Bijapur region) Kondagaon Raipur Surguja Jashpur
Assam (6)	Dhubri Nagaon Karbi – Anglong Tinsukia Bongaigaon Silchar

Each organization is suggested to select up to 2–3 districts per state, focusing on rural and tribal pockets with the highest concentration of out-of-school girls. District prioritization will be evidence-informed based on ASER/UDISE data (lowest-performing districts first).

Maximum coverage per Organization: 2 adjacent states; 50–55 locations.

Minimum number of beneficiaries: At least **500–1,000 direct beneficiaries per district**, with a strong emphasis on **out-of-school girls from marginalized communities**, including tribal groups, PVTGs, and other socially disadvantaged populations.

Framework of Projects under SBIF ILM: Foundational Learning for Out-of-School Girls

A. Objectives

- Identify and reintegrate out-of-school girls (ages ~6–14) into foundational education.
- Strengthen foundational literacy and numeracy skills among girls in early grades.
- Address socioeconomic and cultural barriers that prevent girls from attending school.
- Build scalable, community-driven models adoptable at a wider level.
- Generate evidence-based learnings for long-term, gender-inclusive education reforms.

B. Target Beneficiaries

- Girls aged ~6–14: Out-of-school or at high risk of dropping out.
- Low-income households: Family income $\leq$ ₹3,00,000.
- Marginalized groups: Tribal communities, Particularly Vulnerable Tribal Groups (PVTGs), and backward castes.

- Teachers and school leaders in government schools.
- Parents and community stakeholders, particularly mothers and local leaders.

The proposed projects must align with the below-mentioned framework.

A. Baseline and Community Diagnostics

- Map out-of-school girls, causes of exclusion, and socio-cultural barriers.
- Use surveys, FGDs, and FLN-focused learning assessments to identify foundational literacy and numeracy gaps.
- Identify local resources, community structures (e.g., SHGs, village education committees), and potential partners.

B. Awareness and Mobilization

- Conduct community campaigns to promote girls' education and highlight the importance of foundational skills for lifelong learning.
- Engage trusted local influencers, peer mentors, and mothers' groups.

C. Remediation & Learning Support

- Design FLN bridge courses, accelerated learning camps, or after-school programs.
- Provide small-group / 1:1 tutoring, peer mentoring, and volunteer-led sessions.
- Supply context-appropriate, FLN-aligned learning materials in local languages.

D. Teacher Training & Capacity Building

- Train teachers in gender-sensitive, FLN-focused pedagogy and inclusive methods.
- Facilitate continuous professional development and peer-learning communities.

E. Policy & Scheme Linkages

- Connect beneficiaries to scholarships, midday meals, and relevant state schemes.
- Partner with local education departments to ensure continuity and recognition of learning.
- Support the School Management Committee in preparing school improvement plans to reduce drop-out rates.

F. Monitoring, Evaluation & Learning (MEL)

- Collect gender- and FLN-disaggregated data on enrolment, attendance, retention, and learning outcomes.
- Conduct pre- and post-assessments specifically targeting foundational reading and numeracy skills.
- Use community feedback loops to refine FLN interventions.

G. Sustainability & Scale-Up

- Plan integration into government systems after project completion.
- Build community ownership through parent groups and local volunteers.

H. Targeted Outcomes & Indicators of the Project

Outcome	Sample Indicators	Suggested Targets
Increased enrolment of out-of-school girls	Number of girls newly enrolled in schools or bridge programs	Enroll ≥80% of identified OOS girls within the first project year; sustain ≥90%

		enrolment by Year 2
Improved literacy & numeracy skills	% of girls reaching grade appropriate reading and numeracy benchmarks	At least 70% of participating girls achieve grade-level literacy and 65% reach numeracy benchmarks within 12–18 months
Reduced gender gap in FLN outcomes	Difference in foundational learning scores between girls and boys	Narrow gender gap by $\geq 30\%$ compared to baseline NAS/ASER data by project end
Strengthened teacher capacity	Number of teachers trained in inclusive FLN methods and gender-sensitive pedagogy	Train ≥ 500 teachers (or $\geq 80\%$ of target districts' teachers) with at least 75% demonstrating improved practices in classroom observations
Enhanced community engagement	Number of awareness sessions, parental involvement, community groups formed	Conduct ≥ 150 community sessions per state; achieve 60%+ parental participation in school-related activities
Improved retention	% of girls retained through primary grades without drop-out	Maintain $\geq 85\%$ retention rate of reintegrated girls over two academic years

Partner organizations applying for a project must follow the broad framework given above for SBIF ILM: Foundational Learning for Out-of-School Girls.

Selection Criteria for Agencies

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

A. Project Proposal

- Alignment with 'SBIF ILM: Foundational Learning for Out-of-School Girls' framework.
- Clear and concise detailing of the proposed solution, implementation plan and outcomes.
- Innovation in the project.
- Risk-mitigation measures.
- Comprehensiveness of the Log frame & Project timelines.
- Project Monitoring & Evaluation Process.
- Proportion of admin and overhead costs, in comparison to the total project budget.
- Project exit strategy & sustainability of the solution.

B. Experience

- Proven track record in **Foundational Literacy and Numeracy (FLN)**, particularly in educating out-of-school girls, promoting gender equity, and implementing FLN or remedial education programs, with a minimum of 5 years of relevant experience in the districts selected.
- Experience delivering culturally and context-sensitive interventions addressing local linguistic, socio-cultural, and gender-specific barriers.
- Expertise in child-centered, evidence-based FLN pedagogy, including bridge courses and remedial modules.
- Experience in community mobilization, teacher/volunteer capacity building, and data-driven monitoring.
- **Impact:** Worked with 50–100 out-of-school girls in the selected locations, showing measurable improvements in enrolment, retention, and learning outcomes.

C. The Agency shall be rejected if:

- The cumulative annual revenue of the organization for the last 3 financial years is less than Rs. 2.00 Crores (*For project proposals between 50 Lakhs to Rs. 1.00 Cr*) / Rs. 5.00 Crores (*For project proposals above Rs. 1.00 Cr*).
- It has political or religious associations.
- It fails to furnish the due diligence documents mentioned in Annexure II.
- The number of board members is less than 3.
- The number of permanent employees is less than 5.
- 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 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. The NGOs having demonstrated capability to improve measurable outcomes to ensure effectiveness and efficiency of the intervention will be preferred.
6. Projects should be inclusive in nature, targeting beneficiaries from all strata and groups of the society

****Guide for Filling RFP Forms for SBIF ILM: Foundational Learning for Out-of-School Girls : find the link @ [Guide to fill RFP Form.docx](#)***

Annexure I

Non-Disclosure Agreement

This Non-Disclosure Agreement ("Non-Disc") is made and entered into _____ of _____ 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 _____.

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 _____, 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, Service Provider affirms that it shall:

- (a) Use the Confidential Information as necessary only in connection with 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/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 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 licence 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. _____

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 2022-23, 2023-24, 2024-25)
10	Audited Reports (Last 3 Financial Years - FY 2022-23, 2023-24, 2024-25)
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 Form (Evaluation Form) –

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

Link: [SBIF Evaluation Form - FLN](#)

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Annexure IV

Financial Format

Link: [Annexure IV Financial Format SBIF .xlsx](#)

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Annexure V

Format of Agreement/MoU

Link: [Annexure V Terms & Conditions](#)

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