



Request for Proposal (RFP)

**CSR funding for projects in the focus area of
STEM Learning in Vibrant Villages**

**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 flagship program, SBIF ILM – Integrated Learning Mission, aims to advance **UN SDG 4, "Quality Education,"** by promoting inclusive and equitable learning opportunities for children and youth, thereby addressing the cycle of poverty through education.

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

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

About the Request for Proposal (RFP)

SBI Foundation (SBIF) intends to engage non-profit organizations registered in India for funding projects in the thematic area of **STEM Learning**. The purpose of this Request for Proposal (RFP) is to invite potential grantees with a proven track record to implement projects that enhance **STEM education, digital learning, and experiential learning** in schools, particularly in remote and border villages under the Vibrant Villages Programme-II (VVP-II). This document provides information to enable agencies to understand SBIF's requirements for preparing and submitting their proposals.

Invitation for Proposals

SBI Foundation hereby invites proposals seeking funding under SBIF ILM: STEM Learning in Vibrant Villages. The budget for a proposal should be in the range of Rs. 1.00 Cr 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 above Rs. 1.00 Cr, the cumulative revenue of the organization for the last 3 financial years (2021-22, 2022-23, 2023-24), 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: [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 to 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 STEM <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 (STEM)- 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. Calibri (Body)**

- 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 and under:

- **Sector-Specific Experience (minimum 5 years) in at least one of the following three areas:**

- **STEM Lab Installations**

Proven experience in establishing and operationalizing STEM labs in schools, including setup of infrastructure, procurement of equipment/kits, and ensuring alignment with school curriculum.

- **Teacher Training & Demonstration**

Minimum 5 years of experience in designing and delivering teacher capacity building programs, including hands-on demonstrations, activity-based learning methods, and continuous professional development in STEM education.

- **Digital Learning Systems**

Expertise in integrating digital platforms, e-learning content, and EdTech tools to enhance student learning. Demonstrated ability to use data-driven approaches for improving literacy, numeracy, and STEM outcomes.

- **Teacher Development & Capacity Building**

Proven track record of training teachers in STEM pedagogy, use of digital tools, and classroom innovation. Demonstrated ability to conduct regular refresher trainings (minimum twice a year) and build peer-learning teacher groups.

- **Community Mobilization and Engagement Experience**

Minimum 5 years of experience in working with rural and marginalized communities, specifically in remote and border villages. Proven ability to engage parents, SMCs, and local influencers to create ownership and sustain STEM education programs.

- **Implementation of Projects in Remote & Border Villages**

Demonstrated experience of minimum 5 years in implementing STEM learning programs in geographically challenging, underserved, and border regions with low literacy levels. Ability to contextualize STEM models to address resource gaps and community needs.

- **Ability to Integrate Technology and Innovation**

Proven expertise in integrating robotics, coding, AI, AR/VR, and other emerging technologies into classroom teaching. Demonstrated success in leveraging digital platforms, online content, and interactive learning modules for enhancing student engagement and outcomes.

- **Government Convergence**

Minimum 5 years of experience in aligning with and leveraging government programs and schemes such as Atal Tinkering Labs (ATL), PM SHRI Schools, Samagra Shiksha Abhiyan, Digital India, and NEP 2020 to strengthen and scale STEM learning initiatives.

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

- a. Any Sub-letting, knowledge partners, sub-contracting and/or outsourcing of the activities shall not be allowed, except vendors.
- 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. 15 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 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)

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

11. Transfer of RFP

- a. The RFP document is not transferable.

12. 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.

13. Submission of Proposals

- a. 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

- a. 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 'SBIF ILM: STEM Learning in Vibrant Villages' will be part of the SBI Foundation's SBIF ILM.

Since 2015, the Integrated Learning Mission (ILM) has been advancing STEM education to enhance learning outcomes and digital skills through partnerships with schools and community organizations. These collaborations have resulted in impactful pilot initiatives that offer scalable and replicable models, improving teacher capacity, student engagement, and overall school ecosystem development.

Background & Rationale

Students in remote and border areas face challenges such as poor infrastructure, shortage of trained educators, and limited access to digital and experiential learning. These gaps restrict acquisition of 21st-century skills, affecting academic growth and future career opportunities.

The Government of India has launched two phases of the Vibrant Villages Programme (VVP):

- VVP-I (2023): Covered 2,967 villages in Arunachal Pradesh, Himachal Pradesh, Sikkim, Uttarakhand, and Ladakh (UT), with 662 villages prioritized. The ILM vertical has already successfully implemented STEM interventions in VVP-I villages, demonstrating measurable improvements.
- VVP-II (2025): With an outlay of ₹6,839 crore, it extends coverage to select border villages across 17 States/UTs—Arunachal Pradesh, Assam, Bihar, Gujarat, Jammu & Kashmir (UT), Ladakh (UT), Manipur, Meghalaya, Mizoram, Nagaland, Punjab, Rajasthan, Sikkim, Tripura, Uttarakhand, Uttar Pradesh, and West Bengal—till FY 2028–29.

Preferred Locations

The proposed intervention will be strategically implemented in **schools situated in Vibrant Villages Programme-II (VVP-II) areas**, with a focus on **remote and border villages** where educational opportunities remain limited. These regions have been prioritized by the Government of India under VVP-II to strengthen infrastructure, create livelihood opportunities, and ensure prosperous and secure borders.

The program will have schools located in remote border blocks of states/UTs with comparatively low literacy rates:

S.No.	VVP-2 States	Literacy Rate *% (MOSPI PLFS 2023-24)**
1	Arunachal Pradesh	82.90
2	Assam	86.20
3	Bihar	73.30
4	Gujarat	79.60
5	Jammu & Kashmir (UT)	81.40
6	Ladakh (UT)	79.80
7	Manipur	90.90
8	Meghalaya	93.60
9	Mizoram	98.10
10	Nagaland	95.00
11	Punjab	81.10
12	Rajasthan	72.50

13	Sikkim	82.20
14	Tripura	92.80
15	Uttarakhand	82.20
16	Uttar Pradesh	76.50
17	West Bengal	80.30

***MoSPI** – Ministry of Statistics and Programme Implementation;

PLFS – Periodic Labour Force Survey.

**** Each organization is suggested to select up to 2 adjacent States and implementation restricted to remote and border areas villages.**

Minimum number of school: At least **50–55 schools** per NGO in total, with a strong emphasis on government schools in the remote areas villages only.

Framework of Projects under SBIF ILM: STEM Learning in Vibrant Villages

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

A. Project Scope

Baseline & Assessment:

Identify upper primary students (Grades 6–8) in border villages, assess gaps in STEM and digital skills, and review past baseline surveys. Map school facilities, local resources, community groups, and potential partners.

Community Engagement:

Conduct awareness campaigns on STEM education, involving parents, community leaders, teachers, and student volunteers to encourage participation.

Learning Support:

Deliver hands-on STEM activities, after-school programs, small-group mentoring, and peer-led sessions using kits, digital content, and practical tools.

Re-establishment & Revitalisation of School Structures:

Undertake minor civil works such as whitewashing, repairs, and basic infrastructure improvements to create a conducive environment for STEM learning in schools located in border villages.

Teacher Development:

Provide training for teachers in interactive STEM pedagogies and effective use of digital tools. Alongside, strengthen the capacity of School Management Committees (SMCs) through orientation and support to actively participate in school governance, monitor learning progress, and sustain STEM initiatives. Establish peer-learning groups among teachers and SMC members to share best practices and improve accountability.

Linkages & Support:

Connect students and schools to government schemes, scholarships, and STEM programs; support school committees to improve teaching and reduce dropouts.

Monitoring & Learning:

Track attendance, participation, and STEM skill improvements; conduct pre- and post-assessments; gather feedback to refine approaches.

Sustainability:

Ensure continuation of STEM practices post-project and build community ownership through parent groups, volunteers, and local committees.

B. Targeted Beneficiaries:

- **Students (Upper Primary)** - Grades 6–8 in **250 government schools** located in remote and border VVP-II villages.
- **Teachers** - Teachers from the same **250 government schools** in remote and border VVP-II villages.

C. Expected Outcomes & Indicators

Outcome	Sample Indicators	Suggested Targets
Increased STEM participation	Number of students actively participating in STEM programs and activities	Engage upper primary students in VVP-II schools in Year 1; sustain ≥90% participation by Year 2
Improved STEM competencies	% of students achieving grade-appropriate problem-solving, logical reasoning, and practical skills	At least 70% of students show improvement within 12–18 months
Reduced gender gap in STEM	Difference in STEM competency scores between boys and girls	Narrow gender gap by ≥30% compared to baseline by project end
Strengthened teacher capacity	Number of teachers trained in STEM pedagogy, digital tools, and experiential learning	Train ≥750 teachers (≈3 per school) with ≥75% demonstrating improved teaching practices
Enhanced community support	Number of awareness sessions, parental engagement activities, and STEM clubs formed	Conduct ≥100 sessions; ensure ≥60% of parents actively support STEM learning
Improved retention & engagement	% of students continuing participation without dropout	Maintain ≥85% retention of enrolled students over two academic years

D. Baseline Study:

The NGO should have preliminary baseline data—either primary or secondary—related to the proposed location and its demographic profile before selection, which should cover:

- Demographics & Socioeconomic Conditions:** Population data, literacy levels, school enrollment, dropout rates, and vulnerable groups (girls, marginalized communities, and out-of-school children).
- Local Education Resources & Skills:** Availability of schools, classrooms, STEM labs, teaching staff, digital tools, and local knowledge relevant to STEM learning.

- III. **Learning Needs & Opportunities:** Current student performance in STEM subjects, gaps in foundational literacy and numeracy, and opportunities for skill enhancement.
- IV. **Digital Access & Infrastructure:** Availability of internet connectivity, computers/tablets, e-learning platforms, and technology-enabled teaching resources.
- V. **Teacher Capacity & Training Needs:** Existing competencies of teachers in STEM pedagogy, experiential learning, and digital instruction, including gaps for targeted capacity-building.
- VI. **Government Programs & Policy Framework:** Existing government schemes, curriculum guidelines, and initiatives supporting STEM education in schools.
- VII. **Community Engagement & Support:** Attitudes of parents, local leaders, and communities toward STEM education, gender inclusivity, and volunteer participation.
- VIII. **Environmental & Safety Considerations:** Safety of school labs, proper maintenance of equipment, and environmental practices in hands-on STEM activities.
- IX. **Scalability & Sustainability:** Potential to replicate STEM interventions in additional schools, long-term adoption of STEM practices, and integration into school routines and local education systems.

Partner organizations applying for a project must follow the broad framework given above for SBIF ILM: STEM Learning in Vibrant Villages.

Selection Criteria for Agencies

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

A. Project Proposal

- i. Alignment with 'SBIF ILM: STEM Learning in Vibrant Villages' framework.
- ii. Clear and concise detailing of the proposed solution, implementation plan and outcomes.
- iii. Innovation in the project.
- iv. Risk-mitigation measures.
- v. Comprehensiveness of the Log frame & Project timelines.
- vi. Project Monitoring & Evaluation Process.
- vii. Proportion of admin and overhead costs, in comparison to the total project budget.
- viii. Project exit strategy & sustainability of the solution.

B. Experience

- The NGO should have a **minimum of 5 years of existence** on the date of publication of this RFP.
- The NGO should have a **minimum of 5 years of overall work experience in STEM education, digital learning, or experiential learning programs** and should have a presence in the proposed state(s).
- NGOs having demonstrated capability to improve measurable student learning outcomes and ensure effectiveness and efficiency of STEM interventions will be preferred. The NGO must demonstrate experience in supporting at least 50–100 schools over the past 5 years, with at least 60% of them showing a measurable improvement in STEM learning outcomes within one academic year, and successful integration of STEM labs, digital tools, or experiential learning activities.
- The NGO must have completed at least 3 assignments/projects of a similar nature funded by public sector bodies, government organizations, central/state government authorities, or recognized foundations, demonstrating measurable impact in STEM education.

C. The Agency shall be rejected if:

- I. The cumulative annual revenue of the organization for the last 3 financial years is less than Rs. 5.00 Crores (*For project proposals above Rs. 1.00 Cr*).
- II. It has political or religious associations.
- III. It fails to furnish the due diligence documents mentioned in Annexure II.
- IV. The number of board members is less than 3.
- V. The number of permanent employees is less than 5.
- VI. 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: STEM Learning in vibrant villages: find the link @ [Guide to Fill RFP Form \(STEM\).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 that 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 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 - (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)
10	Audited Reports (Last 3 Financial Years - FY 2021-22, 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)
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 \(4\).docx](#)

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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

MoU & Grant Letter Format Link:

Link: [Annexure V Terms & Conditions \(2\).docx](#)

SBI FOUNDATION