Request for Proposal (RFP)

Funding projects for SBIF Jivanam - Maatrichhaya

Providing Maternal and Neonatal Healthcare Infrastructure in PHCs/CHCs

SBI Foundation

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Introduction

SBI Foundation

SBI Foundation (SBIF) was incorporated to bring all the CSR activities of 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 Rural Development, Healthcare, Disability & Inclusion, Education, Livelihoods/Entrepreneurship and Environment.

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

SBI Foundation's work in the domain of Health is geared towards achieving the UN SDG 3 ''Good Health and Well Being" and SDG 17 "Partnership for Goals" for treatment of various ailments and attainment of complete wellbeing. To achieve this, our interventions are designed to build the resilience of vulnerable communities through the development of innovative models to increase the accessibility to healthcare resources as well as facilitate their treatments in various forms of illness.

SBI Foundation's interventions in Healthcare under SBIF Maatrichhaya aim to provide quality maternal and neonatal healthcare infrastructure at the government PHCs/CHCs in the unserved areas.

About the Request for Proposal (RFP)

SBIF intends to engage non-profit organisations registered in India for implementing projects in the thematic area of maternal and neonatal health through its model in healthcare. The purpose of this Request for Proposal (RFP) is to invite potential grantees with a proven track record to implement projects in the aforementioned thematic area during the current financial year FY of 2026-27 and 2027-28. This document provides information to enable the agencies to understand the requirements of SBIF for submitting their "Proposals."

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Invitation for Proposals

SBI Foundation hereby invites proposals from NGOs/NPOs for implementing SBIF Maatrichhaya projects. The proposed budget for the proposal will be **between Rs.1.5 Cr to Rs. 2 Crore** for PHCs/CHCs for a period of 30 months. **Multiple submissions will be disqualified.**

The cumulative revenue of the organization for the last 3 financial years (2022-23, 2023-24, 2024-25, 2025-26 (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://sbifoundation.in/Request-for-Proposals

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).

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Key Events and Dates

Sr. No.	Process step	Timeline/Details
1	Publication date of the RFP	18th June 2026
2	Last Date for requesting clarifications through email	24th June 2026
3	Last Date and Time for submission of proposals via email	6th July 2026 (11:59 PM)
4	Tentative date for communication to the shortlisted participants to make presentations	20th July 2026 (Tentative)
5	Tentative date for Presentations to be made by shortlisted candidates	5th – 6th August 2026 (Tentative)
6	Final communication of selection	Third week of August 2026
7	Place of Submission of Proposals (Online Submission only)	jivanamrfp@sbifoundation.co.in **Soft copies to be sent by 6th July 2026 with the Subject Line (all caps): "SBIF MAATRICHHAYA: Providing Maternal and Neonatal Healthcare Infrastructure in PHCs/CHCs (ORGANISATION NAME)"** Only Shortlisted NGOs will be contacted, and they shall be required to submit hard copies later.

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Instructions to the Agencies

1. Submission of Proposal

a. The agency can only submit one proposal for this particular RFP.

For example - If the proposed location is Assam, only NGOs having presence in Assam will be eligible for submitting the proposal. The same NGO will not be eligible for proposal submission for another state. NGOs having expertise in carrying out projects in the thematic area of maternal and neonatal healthcare will be eligible for submitting the proposal having presence in respective location.

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 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://sbifoundation.in/Request-for-Proposals. All completed formats should be sent to the SBI Foundation office by the mode of email to jivanamrfp@sbifoundation.co.in by **6th July 2026**

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 jivanamrfp@sbifoundation.co.in with a subject SBIF Maatrichhaya: Providing Maternal and neonatal healthcare infrastructure in PHCs/CHCs RFP, before 24th June 2026 (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/acted upon.

b. Queries on telephone, social media or any other medium will **NOT** be entertained.

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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**.

The agency must also submit the following documents with the proposal in addition to all documents and policies as mentioned in the document checklist (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. Thus, the organisation must have a **minimum of three years of experience** in maternal and neonatal care.

d. The Agency should not have been blacklisted by any Government Agency/ PSU/ Central/ State agency or under a declaration of ineligibility for fraudulent or corrupt practices. Documents to be submitted: Declaration from the current authorised signatory of the company.

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

f. 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.

g. Audited Annual financials should be submitted as per the proposal format.

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h. 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 in Page No. 13 of the RFP titled 'Selection Criteria for RFP'.

b. The Internal Committee of SBI Foundation shall evaluate the shortlisted proposals based on the parameters defined in Page No. 13 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 of the agencies by the 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 7th July 2025, and any further enactments by the government shall be binding on all the stakeholders.

c. Any unutilised 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 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 invoice and all other supporting documents being in order.

f. 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.

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9. Penalty

SBIF shall be at liberty to impose penalties, including cancellation of awarded grant, if the agency indulges in fraudulent activities, malpractices and male fides. In case of the said situation, SBIF shall blacklist the implementing agency in its books and shall share the information with 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 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 at the discretion of SBIF.

15. Disclaimer:

a. 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.

b. This RFP is not an offer by SBI Foundation, but an invitation to receive responses from the eligible implementing agencies.

c. 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

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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.

d. 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.

e. 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.

f. 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.

g. 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:

a. 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.

b. 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%).

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Scope of Work

The proposed projects under **SBIF Maatrichhaya** should focus on the below-mentioned thematic area and must broadly follow the framework as mentioned below:

Thematic area: Maternal and Neonatal Healthcare

Preferred project locations: Bihar, Chhattisgarh, Odisha, Madhya Pradesh and Assam

Project Budget: 1.5 Cr to 2 Cr

Kindly note that a tentative budget template has been attached for reference. The template is flexible and may be customized based on project requirements, without any changes to the proposed manpower structure. The finalized implementing partners will be required to conduct a need assessment of PHC/CHC before the sanction of the project to finalize the budget accordingly.

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Framework of SBIF Maatrichhaya

*The PHC/CHC must follow the **LaQshay** Guidelines, and Standardization of Labour Room at the delivery points Guidelines by National Health Mission, Ministry of Health and Family Welfare for infrastructure development based on the number of deliveries and the space available in the healthcare facility. This shall be determined by a needs assessment which shall be conducted before the implementation of the program by the NGO/NPO.

Facility Selection Criteria

The proposed PHC/CHC should preferably meet the following criteria to ensure effective implementation and sustainability of the intervention:

Preferred Requirements

1. Availability of adequate land/space for minor renovation and infrastructure strengthening of the existing facility
2. Functional electricity and water supply
3. Availability of at least 1–2 MBBS Medical Officers
4. Availability of at least 3–4 Staff Nurses
5. Delivery load of at least 30 deliveries per month (preferably more than 50 deliveries per month)
6. Functional referral linkage with a higher healthcare facility/District Hospital
7. Willingness and support from the State Health Department and District Health Administration

Note: *The above criteria are indicative and intended to guide the selection of suitable facilities. However, SBI Foundation recognizes that some of the most underserved and high-priority geographies may not fully meet all the above parameters. Therefore, flexibility may be exercised based on the maternal and neonatal healthcare needs of the catchment population, geographical challenges, service gaps, vulnerability of the area, and the potential impact of the proposed intervention.*

Activities to be undertaken:

The selected implementing partner shall undertake the following activities:

- Need Assessment of the PHCs/CHCs
- Necessary Approvals from State Health Department
- Recruitment of Project Team & Staff Orientation
- Office Setup in the Selected Program Area
- Development of Labor Room Infrastructure according to the standardized guidelines mentioned in Guidelines for Standardization of Labor Rooms at Delivery Rooms by Maternal Health Division, Ministry of Health and Family

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Welfare, in accordance with the LaQshya guidelines

- Purchasing Medical Equipment and Branding of Medical Equipment
- Training and Sensitization of medical and para-medical staff
- Maintenance of the Labor Room
- Impact Assessment
- Process documentation and periodic submission of consolidated reports.

Partner organizations applying for a project in the above-mentioned thematic area must follow the above broad framework for SBIF Maatrichhaya

Project Budget: 1.5 Cr to 2 Cr

Budget Framework and Finalization:

A tentative budget template has been provided as part of this RFP to serve as a guiding framework for applicants. While the template may be adapted to reflect contextual requirements, the proposed manpower structure should remain unchanged. The selected implementing partner(s) will be required to undertake a detailed need assessment of the PHC/CHC in the proposed geographies before the sanction of the project. The findings of this assessment shall inform the finalization and approval of the project budget.

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Selection Criteria for Agencies

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

A - 1. Project Proposal

1. Alignment with SBIF Maatrichhaya's framework
2. Clear and concise detailing of the proposed solution, implementation plan and outcomes.
3. Project objective & rationale
4. Innovation in the project
5. Risk-mitigation measures
6. Comprehensiveness of the Log frame & Project timelines
7. Project Monitoring & Evaluation Process
8. Project exit strategy & sustainability of the solution

A – 2. Budget Proposal

1. Budget justification and 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 Maatrichhaya's Strategy).

B. Experience

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 NGO should have a minimum of 3 years of experience in executing projects in provision of maternal and neonatal healthcare in remote areas.
4. The NGOs have demonstrated capability to improve measurable outcomes to ensure effectiveness and efficiency of the intervention.
5. Although the selection criteria for NGOs 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 (2022-23, 2023-24, 2024-25, 2025-26; whichever is applicable), is less than Rs. 5.00 Cr.
2. It has political or religious associations.
3. It fails to submit the due diligence documents mentioned in Annexure II.
4. The number of board members is less than 3.
5. The number of permanent employees is less than 5.
6. It has individual donors among the top 3 donors for the last two financial years.

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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. 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.

Budget Framework and Finalization:

A tentative budget template has been provided as part of this RFP to serve as a guiding framework for applicants. While the template may be adapted to reflect contextual requirements, the proposed manpower structure should remain unchanged. The selected implementing partner(s) will be required to undertake a detailed need assessment of the PHCs/CHCs in the proposed geographies. The findings of this assessment shall inform the finalization and approval of the project budget.

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Annexure I

Non-Disclosure Agreement

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

…….. month …… year (effective date) by and between SBI Foundation (SBIF) and …… (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

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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

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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

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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 under standings 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. _____

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Annexure II

Due Diligence Document Checklist

Sr. No.	Documents
1	Technical Evaluation form
2	Memorandum of Association/Trust Deed/Rules and Regulations Memorandum of Association/
3	Registration Certificate
4	12A Registration
5	80G Registration
6	Form CSR 1
7	FCRA Certificate
8	PAN
9	Address Proof (Electricity Bill, Telephone Bill, Rental Agreement in name of the organization)
10	IT – Returns (Last 3 Years – Financial Year 2022-23, 2023-24, 2024-25)
11	Audited Reports (Last 3 Years - FY 2022-23, 2023-24,2024-25 and 2025-26, if available)
12	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.")
13	Annual Reports (Last 3 Years - FY 2022-23, 2023-24,2024-25)
14	Organisational Profile
15	Brief Bio Data (incl. Education and Work experience) of Board Members
16	Brief Bio Data (incl. Education and Work experience) of Top Management
17	Minutes of Board Meeting (latest two)
18	**Personal/HR Policy**: Including Remuneration policy for Directors/Trustees; Remuneration policy for CEO, COO, Secretary etc.; Promotion, Increment, Role assignment policy.
19	**Finance Policy:** Including procurement policy, Purchase/Sale of Assets/Investments.
20	Organogram of Organisation
21	Detailed Budget sheet in Excel
22	Impact Assessment (Preferably similar nature of projects for which application has been submiited)
23	MIS for planning, tracking & reviewing
24	Profile of Key leaders and Founders
25	Media Reports and Publications (Regarding the Organisation's achievements)
26	Awards and Recognitions Pics/link
27	Feedback mechanism (Beneficiaries and other Stakeholders)
28	Monitoring Mechanism/Software in place
29	GST certificate (If Available)

Annexure III

Technical Form (Evaluation Form) –

Section 1: Organisation Details & Section 2: Project Proposal *(Download this and fill this up)*

Link: SBIF Evaluation Form.docx

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Annexure IV

Financial Format

Technical Form (Evaluation Form) –

Section 1: Organisation Details & Section 2: Project Proposal *(Download this and fill this up)*

Link: Budget Format_Final.xlsx

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Annexure V

Format of Agreement/MoU

MoU & Grant Letter Format Link: Maatrichhaya MOU

SBIF Maatrichhaya MOU.pdf

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Annexure VI

List of Equipment

Link: List of Equipment LR & MOT.xlsx

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