



State Bank of India

Local Head Office, REHBU Department,
4th Floor, LHO Building, Moti Mahal Marg, Hazratganj Lucknow -226001
e-mail: dgmre.lholuc@sbi.co.in
Phone: 0522-2295398,285,286

**REQUEST FOR PROPOSAL FOR EMPANELMENT AND SELECTION OF VERIFICATION
AGENCIES FOR ALL THE ADMINISTRATIVE OFFICES UNDER LUCKNOW CIRCLE**

Ref: RFP No.: **REHBU/LUC/RFP/2026-27/01** dated **05.08.2026**

Dy. General Manager (REHBU)

Date: 05.08.2026

Local Head Office Moti Mahal Marg, Lucknow

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SCHEDULE OF EVENTS / Notice Inviting Tender (NIT).

Sr No	Particulars	Remarks
1	Contact details of issuing Authorities:	For empanelment and selection of Verification agency in Real Estate and Housing Business Unit, State Bank of India, 4 th Floor, B wing, Local Head Office, Moti Mahal Marg, Lucknow Contact Person:-Mr Vipin Singh Designation : Assistant General Manager e-mail: dgmre.lholuc@sbi.co.in Phone: 0522-2295398,285,286,
2	Bid Document Availability including changes / amendments if any to be issued	RFP may be downloaded from Bank's website https://sbi.bank.in/web/sbi-in-the-news/procurement-news From 11.00AM on 05.08.2026 to 5 PM 27.08.2026 Clarification / Addenda / Corrigenda will be published in Bank's web site https://sbi.bank.in only.
3	Last date and time for receipt of queries and clarifications (over e-mail only to dgmre.lholuc@sbi.co.in)	Up to 3.00 PM on 20.08.2026 All Clarification / Addendum / Corrigendum will be published in Bank's website- bank.sbi only.
4	Pre-Bid Meeting	20.08.2026 at 3.30 PM Real Estate and Housing Business Unit, State Bank of India, 4 th Floor, B wing, Local Head Office, Moti mahal Marg, Lucknow Contact Person:-Mr Vipin Singh Designation : Assistant General Manager e-mail: dgmre.lholuc@sbi.co.in Phone: 0522-2295398,285,286, Any change will be published on Bank website https://Bank.sbi
5	Clarification to queries raised at pre-bid meeting will be provided by the bank	23.08.2026
6	Last date and time for Bid submission	29.08.202, 5.00 PM
7	Earnest Money Deposit	As per pre-qualification Table in Annexure C(i) To be submitted in the form of Bank Draft from a schedule commercial Bank payable at Lucknow along with technical bid. In the absence of EMD the technical bid will be summarily rejected and financial bid will not be opened. However, the MSME's are exempted for submission of EMD as per GOI guidelines.
8	Address for submission of Technical Bid, Financial Bid and EMD in physical form.	Deputy General Manager,

		Real Estate and Housing Business Unit, State Bank of India, 4th Floor, B wing, Local Head Office, Moti Mahal Marg, Lucknow e-mail: dgmre.lholuc@sbi.co.in Contact Person:-Mr Vipin Singh Designation : Assistant General Manager Phone: 0522-2295398,285,286,
9	Date and Time of opening of Technical Bids (Tentative)	31.08.2026, 04.30 PM
10	Date and Time of opening of Financial Bid	02.09.2026, 11.00 AM at Real Estate and Housing Business Unit, State Bank of India, 4 th Floor, B wing, Local Head Office, Moti Mahal Marg, Lucknow
11	Performance Bank Guarantee	As per pre-qualification Table in Annexure C(i) PBG of amount Rs. 10.00 lakh . PBG will be Valid for 12 months from the date of Handing over and extendable till validity of contract. PBG has to be issued by a Scheduled Commercial Bank other than State Bank of India.

State Bank of India, a body corporate constituted under State Bank of India Act 1955, having its Corporate Centre at Madame Cama Road, Nariman Point, Mumbai-400 021 and one of its Local Head Office at Lucknow through its REHBU Department ,4th Floor, B wing, State Bank of India ,Local Head Office Moti Mahal Marg, Lucknow - 226001 (hereinafter referred to as “the Bank”).

This Request for Proposal (RFP) is being issued by the Bank for empanelment and selection of Vendors (hereinafter referred to as the Vendor/Service Provider) for conducting all activities required for pre-sanction verification, including but not limited to Residence verification, Business Verification, Residence Phone verification, Business Phone verification, verification of income of the proposed borrowers in his/her/their application for sanction of loan, provide assistance in taking decision with regard to sanction of loan on the basis of report submitted by the service provider and such other consequential activities to give full effect and meaning to the ambit of the services to be provided, for the loan sourced by the HLC's/Mini HLC's /Branches/other offices/ other Departments within the administrative control of the SBI , Local Head Office, Lucknow-226001.

1. GENERAL

State Bank of India, Local Head Office, Lucknow desires to prepare a panel of reputed, reliable and experienced verification agencies, which are rendering field verification services to banks and financial institutions, for conducting pre-sanction verification of the information (Income verification, *Residence & Business address, Residence & Business Phone etc.*) furnished by its proposed borrowers in P-segment for the loan sourced by the HLC's/Mini HLC's /Branches/other offices/ other Departments within the administrative control of the SBI , Local Head Office, Lucknow-226001.and also select the empaneled vendor for providing such services through open tender process

2. Verification Services : The verification service to be provided to the Bank by Verification Agency (Service Provider) includes all activities required for verifications, including but not limited to Residence verification, Residence Phone verification, Business verification, Business Phone verification, verification of income of the proposed borrower for the purpose of verifying the details furnished by the proposed borrower in his / her/their application for sanction of loan, provide assistance in taking decision with regard to sanction of loan on the basis of report submitted by the service provider and such other/ further consequential activities to give full effect and meaning to the ambit of the services to be provided which, inter alia, shall also include such direction(s) which SBI may give from time to time over and above the scope of work given below.

3. Scope of Work

(A) The Verification Agency has to provide verification services by verifying the correctness of the information given by the proposed borrower in his/her/their loan application form, Identity, phone and address document proof given in support of application, as per the directions and details given by the SBI, by:

- (a) Conducting Residence Verification by visiting the applicant's residence, back check over phone.
- (b) Conducting Business Address Verification by visiting the applicant's place of business/ office followed by back-check over phone
- (c) Conducting Business Phone verification by making a phone call to the applicants' place of business/office.
- (d) Conducting residence phone verification if alternate number provided by making phone call to the applicants' residence.
- (e) Conducting verification of Income such as Salary Slip, Bank Statement, Form 16, IT Returns, GST and KYC Verification etc.**

- (f) Verification agency should have technical capability to submit reports online supported by geo-tagged photographs of the place visited/verified through mail and Vendor Verification Module (VVM). At any point in time, SBI Branch/CPCs should be able to check these coordinates for verifying actual visit.
- (g) Verification of the Residence and Office/business place of the seller of the property.
- (h) The verification agencies should click the selfie in front of the house, office/gate along with the applicant/ family member and geotag them while at the location.
- (i) Verification agency should use the Bank's SIO apps subsequent to the system development for capturing the physical visit.

(B) Verification Report: Verification Agency should submit duly signed verification report (with geo tagging and photo of address) on the above to the Bank as per the formats prescribed in that behalf by the Bank and modifications if any from time to time. The Agency should also send the report electronically in the encrypted format when made available by the Bank. It should also submit daily MIS containing number of cases received, no of cases submitted to SBI, and number of cases pending.

(C) Applicability: The scheme will be applicable to all P-segment loans above Rs.10000/- including Home Loans, Auto Loans, and all other P-segment loans (including Personal Loans and Education Loans) and for all rural/semi-urban/urban/metro centers. The list of 58 districts/centers where verification agencies have to mandatorily provide the services are attached in the RFP as Annexure P

(D) Turn Around Time (TAT): Verification Agency should submit all the reports covered under scope of services, within 48 hours from the time of receipt of the work/assignment from the Bank. However, for income verification of the applicants in rural/semi-urban areas, an additional 24 hours may be allowed at sole discretion of the Bank. The time period stipulated above, and the format of the Verification Report can be changed and modified by the Bank at any time.

(E) (i) Penalty for non-adherence of TAT: For each day of delay beyond the prescribed TAT of 48 hours, the Verification Agency would be charged penalty at the rate of 25% of the fees payable per day of delay per case. In case of applicants of rural/semi-urban areas, the verification agency could be charged penalty at the rate of 25% of the fees payable per day of delay case beyond the TAT of 72 hours.

(E) (ii) Penalty for Wrong/ incorrect reporting: For each wrong submission, the Verification Agency shall be charged penalty at the rate of 25% of the loan outstanding. The decision for such recovery will be taken by Module DGM of concerned branch. The Verification Agencies entrusted with the work should indemnify SBI and its employees against any claims, losses, expenses suffered by it on account of any breach of wrong/incorrect verification report, fraud, negligence, omissions committed by the Verification Agency, its employees, officers, agents. Service Provider agrees that it shall be liable both for civil and criminal action if the particulars/information/data provided by it is incorrect or partly correct.

(F) Audit: The Bank shall have the right to conduct audits on the verification agencies, by its internal or external auditors or by agents appointed to act on its behalf.

(G) Correctness and Authenticity of the report: Verification Agency should submit true and correct particulars on the field verified. Verification Agency should ensure correctness and authenticity of the report. It has to also conduct back checks for all the verification conducted by its Field Verifiers to verify the authenticity of report and behavior of field verifier by making a phone call at proposed applicant's residence/business or otherwise. The verification report submitted in a format other than the format prescribed by the Bank or reports which are conditional shall be rejected. "Only unconditional reports would be accepted."

(H) Compliance of the Code of Conduct: Verification Agency should also ensure strict compliance of the Code of Conduct provided by SBI from time to time.

(I) Training to all its new field verifiers: Verification Agency should also provide regular training to all its new field verifiers on how to conduct verification services, at its own cost and issue its own identity cards to its Field verifiers, which each field verifier has to carry while performing verification.

(K) Earnest Money & Bank Guarantee

1. All Bidders have to submit Earnest money Deposit of **Rs.1,00,000-** (Rupees One lac only) for participation in the bidding process. EMD to be submitted in form of Demand Draft in favour of STATE BANK OF INDIA from a scheduled commercial bank payable at Lucknow. Once the tender is finalized, the EMD of unsuccessful bidder shall be returned to them, however, no interest will be paid on EMD. Tenders without proper EMD will be summarily rejected.

2. The successful bidder shall be required to submit a Bank Guarantee of Rs.10,00,000- (Rupees Ten Lac only) with the Bank, before commencement of Work.

3. Bank may review the Bank Guarantee amount on a yearly basis, depending on the volume of the business handled by the agency.

4. In the event of failure to submit the Bank Guarantee (s) by the selected bidder, their selection shall be treated as null & void and EMD will be forfeited.

5. The MSMEs will be provided tender documents free of cost and are exempted from payment of earnest money, subject to furnishing of relevant valid certificate for claiming exemption, issued by competent authority as per the Govt of India guidelines.

4. Disclaimer:

4.1 The information contained in this RFP document or information provided subsequently to Bidder(s) whether verbally or in documentary form/email by or on behalf of State Bank of India (Bank), is subject to the terms and conditions set out in this RFP document.

4.2 This RFP is not an offer by State Bank of India, but an invitation to receive responses from the eligible Bidders. No contractual obligation whatsoever shall arise from the RFP process unless and until a formal contract is duly signed and executed by authorized official(s) of State Bank of India with the selected Bidder.

4.3 The purpose of this RFP is to provide the Bidder(s) with information to assist preparation of their Bid proposals. This RFP does not claim to contain all the information each Bidder may require. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information contained in this RFP and may seek necessary clarifications, if need be. The Bank may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP.

4.4 The Bank, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Applicant or Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form or arising in any way for participation in this bidding process.

4.5 The Bank also accepts no liability of any nature whether resulting from negligence or otherwise, howsoever caused arising from reliance of any Bidder upon the statements contained in this RFP.

4.6 The issue of this RFP does not imply that the Bank is bound to select a Bidder or to appoint the Selected Bidder or Concessionaire, as the case may be, for the Project and the Bank reserves the right to reject all or any of the Bidders or Bids without assigning any reason whatsoever.

4.7 The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding document. Failure to furnish all information required by the bidding document or to submit a Bid not

substantially responsive to the bidding document in all respects will be at the Bidder's risk and may result in rejection of the Bid.

4.8 The Bidder shall bear all cost in connection with bidding without any provision for refund of such expenses.

5. ELIGIBILITY CRITERIA FOR QUALIFICATION:

(Please upload documentary proof)

(a) Eligible to be empaneled as verification agencies if -

Sl. No.	Criteria
(i)	The applicant should be an entity incorporated / registered under prevailing law in India, practicing as Verification Agency and are providing field verification services to at least two banks/ financial institutions/companies, since last 3 years from the date of this Notice. Self-attested copy of such incorporation/ registration certificate should be furnished as documentary proof with valid PAN/TAN/GST. Self-attested Copy of the Partnership deed/Bye Laws/ Certificate of Incorporation issued by Registrar of Companies along with Memorandum & Articles of Association and full address of the registered office. Verification Agency must be able to provide scope of work in minimum 58 districts (Anexure-P) of State of Uttar Pradesh Certificate evidencing area of operation in the Centre/ State/ UT from Bank/ FI or SLA to be provided. <i>Note: "Field verification services" for the purpose of above criterion means rendering of services detailed in para 3 sub para (scope of work).</i>
In case of Proprietorship/ Partners – Proprietor / Partner should	
(ii)	possesses the qualification & experience
(iii)	is not a minor
(iv)	has not been declared to be of unsound mind
(v)	is not an undischarged bankrupt, or has not applied to be adjudicated as a bankrupt
(vi)	is a person resident in India in case of individual
(vii)	has not been convicted by any competent court for an offence punishable with imprisonment or for an offence involving moral turpitude, and a period of five years has not elapsed from the date of expiry of the sentence: Provided that if a person has been convicted of any offence and sentenced in respect thereof to imprisonment for a period of seven years or more, he shall not be eligible to be registered
(viii)	has not been levied a penalty under section 271J of Income-tax Act, 1961 (43of 1961) and time limit for filing appeal before Commissioner of Income-tax (Appeals) or Income-tax Appellate Tribunal, as the case may be has expired, or such penalty has been confirmed by Income-tax Appellate Tribunal, and five years have not elapsed after levy of such penalty; and
(ix)	is a fit and proper person: Explanation— For determining whether an individual is a fit and proper person the empanelment authorities may take account of any relevant consideration, including but not limited to the following criteria- integrity, reputation and character absence of convictions and restraint orders, and competence and financial solvency
(x)	Satisfactory Credit Information Companies (CICs) report viz. CIBIL, Experian, Equifax, CRIF, etc., acceptable to the Bank, as per Bank's guidelines and adverse reports, if any, to be clarified by the applicant verification agencies for the satisfaction of the Bank

(xi)	The agency should have sufficient infrastructure, robust systems & procedures, and adequate human resources to provide the services required. (Annexure – B)
(xii)	The applicant should not have been blacklisted by any State Government, Central Government, Reserve Bank of India, IBA, SEBI, any Bank or any Regulatory body/ authority, Government Dept., or any other Public Sector undertaking or a corporation during last 3 years. An undertaking to this effect should be submitted by the applicant on its letter head. In case it is found during the tender process that such applicant has been blacklisted and applied for tender, then banks reserve the right to reject its application summarily.
(xiii)	The parties/firms de-empaneled by our Bank or by any other Bank /Financial Institutions will not be considered for empanelment with our Bank.
(xiv)	They should not have incurred losses during the last three FY i.e., FY 22-23, 23-24 & 24-25.

(b) Not eligible to be empaneled if -

(i)	it has been set up for objects other than for rendering professional or financial services, including verification services and that in the case of a company, it is a subsidiary, joint venture or associate of another company or body corporate
(ii)	it is undergoing an insolvency resolution or is an undischarged bankrupt
(iii)	all the partners or directors, as the case may be are not eligible under clauses (ii) to (x) of clause 5(a) above
iv	The applicant partnership firm/company should not be a subsidiary of the bank and also should not be owned or controlled by any director or officer /employee of the bank or their relatives as mentioned in section 2(77) of the companies act 2013 and also as per regulation 61 of the SBI General regulations 1955.
v	The applicant whose shareholders/promoters belonging to a country identified as high-risk country in the FATF public statement issued by the RBI from time to time shall be ineligible to participate in the procurement exercise.

5 (c) Qualifications and Experience

It is necessary that a verification agency possesses relevant work experience. The applicant should have a prior satisfactory work experience in conducting necessary customer point verification in **two Bank / Financial** Institution/companies, anywhere in India for 03 year supported by proper documents/certificate, as acceptable to the Bank.

i. **Evaluation Matrix**

Verification agencies shall be evaluated as per the rating matrix in Annexure-C iii and categorisation of verification agencies shall be as per the score obtained. Only ELIGIBLE agencies will be called for selection procedure.

ii. **References**

Carrying out a reference check is extremely important in order to verify the competence of verification agencies. Verification agencies need to submit at least 2 reference letters in prescribed format (**Annexure-C iv**) and the committees constituted for appointment of verification agencies need to verify the quality of services provided by the verification agencies in the previous instances before empanelling the verification agencies on Bank's panel. The referees shall be either (i) bank managers/officials where previously the verification agencies had done verification or (ii) financial companies for whom the verification agencies had previously done verification, other than Wilful defaulters or declared fraud

companies. The reference letter shall be on the letter head of the bank/ financial company/ any other company where verification have been done and shall be duly signed by a senior level manager/ officer.

- iii. **Profitability & Turn over**-Verification agencies should be profitable entity with average turnover of not less than 50 lacs, average net profit not less than 4 lacs and net worth must be positive in last 3 financial years as per Audited Balance Sheet i.e., for FY 22-23, 23-24 & 24-25. In case of non-auditable firms, genuineness of balance sheet has to be backed by CA certificate.

6. SUBMISSION OF BIDS

Applicants meeting the eligibility criteria mentioned in para 5 above alone shall apply.

(i) Applicant should submit their Technical and Financial Bid as per format given in annexure, which shall be submitted as detailed below:

Envelope – 1: Technical Bid: The Envelope should be superscribed as “Technical Bid for Empanelment and selection of Verification Agency, Lucknow Circle” and should contain the following documents:

- a. Covering letter in the format given at **Annexure M**,
- b. information about applicant as per the format given at **Annexure F**
- c. Documents to verify fulfillment of mandatory eligibility criteria.
- d. Copy of RFP duly signed with full signature and date by the Authorized Signatory of the Applicant acknowledging the Terms & conditions thereof on each page of RFP and its annexures including the draft Service Level Agreement
- e. Earnest Money Deposit (EMD) of Rs.100000/- (Rupees One Lakh only) by way of Demand Draft, issued by a Scheduled Commercial Bank in India other than SBI, drawn in favour of State Bank of India payable at Lucknow along with Bidder's letter for EMD as per **Annexure- N**
- f. A letter on Bidder's letter head: -
 - (i) Mentioning details of EMD submitted and experience of the Bidder
 - (ii) Certifying that the period of the validity of the Bid is as per terms of this RFP.
 - (iii) Confirming that the Bidder has quoted for all the items/services mentioned in this RFP in their commercial Bid.
 - (iv) Confirming that they agree with all the terms and conditions mentioned in the RFP.
 - (v) Specific response with supporting documents in respect of Eligibility Criteria as mentioned in **Annexure-C (i) & C (ii)**.
 - vii) Bidder's details as per **Annexure-F** on Bidder's letter head.
 - viii) Care should be taken that the Technical Bid shall not contain any price information.Such proposal, if received, will be rejected.

Envelope – 2: Financial bid (as per format given at Annexure-D): The envelope containing the indicative financial bid should be superscribed as “Financial Bid for Empanelment and selection of Verification Agency, Lucknow Circle”

The technical bid and financial bid will be submitted in separate envelopes .The technical bid envelop,financial bid envelop and EMD will be kept in one large envelop with mentioning “Technical Bid ,EMD and Financial bid for Empanelment and selection of Verification Agency, Lucknow Circle RFP NO REHBU/LUC/RFP/2026-27/01 dated 05.08.2026” and the same will be submitted in the tender box placed at **State Bank of India,Local Head Office, REHBU Department,4th Floor, LHO Building, Moti Mahal Marg, Hazratganj Lucknow -226001.**

8. Rejection of bids: The Bank reserves the right to reject any or all bids, and to re-tender the bid without assigning any reasons.

The Bank may at its sole discretion and at any time during the processing of tender, disqualify / reject any applicant from the tendering process for any reason, including but not limited to, if the applicant has:

- (a) Submitted the bid such that it received at Bank, for whatever reason, after the prescribed date and time of bid submission.
- (b) Made misleading or false representations in the forms, statements and attachments submitted.

- (c) Declared as insolvent or any insolvency petition is pending against the Applicant in Court.
- (d) Any criminal proceeding is pending or has ended up in conviction against the Applicant (including its directors/promoters/partner) in Court.
- (e) Submitted bid document, which is not accompanied by required documentation.
- (f) Failed to provide clarifications related thereto, when sought.
- (g) Submitted Conditional bids will be summarily rejected.
- (h) Applicants who are found to canvass, influence or attempt to influence in any manner the qualification or selection process, including without limitation, by offering bribes or other illegal gratification, shall be disqualified from the process at any stage.
- (i) Has been blacklisted by any Bank or FI or the name is reflected in the caution list of RBI.
- (j) Delay in submission of the Bid arising due to postal or any other irregularities at any stage will not be considered. The Bank will not be responsible for any damage in transit in case of postal delivery.
- (k) The Bank also reserves its right to reject any bid which, in the opinion of the Bank, is too low or unrealistic for effectively carrying out the obligations required under the terms and conditions of the tender.

9. Evaluation Process for empanelment and selection of verification agency/vendor:

1. **Opening of Bid.:** Technical bids will be opened as per **Notice Inviting Tender (NIT)**/Schedule of Events.

2. Evaluation Process:

(i) **Preliminary examination:** After opening of the technical bids and preliminary examinations, the applicants who have fulfilled the Mandatory eligibility criteria may be asked to make presentation on the services offered by them. The Bank may, at its discretion waive any minor nonconformity or irregularity in a bid which does not constitute a material deviation. The applicants who have **not** met the mandatory eligibility criteria will be eliminated and their bids will not be considered for further evaluation process. The decision of the Bank in this regard will be final and no claims/representation by any bidder in this regard will be entertained by the Bank

(ii) **Technical Evaluation:** Only the applicants who have fulfilled the Mandatory eligibility criteria shall be considered for Technical Evaluation. Detailed technical evaluation will include, scrutiny of mandatory eligibility criteria and technical information submitted as per technical bid Format (Annexure C ii) Based on the technical evaluation, marks will be awarded at a **scale of 1 to 100**. As part of technical evaluation, the committee members of the Bank may visit the office(s) of the Applicants who have fulfilled the mandatory eligibility criteria. Based on aggregate marks scored by the bidders in technical and commercial evaluation, agencies who have obtained minimum 50 % marks will be called for selection procedure.

(iii) **Commercial Evaluation:** The financial bid of only those applicants will be considered and open in financial bid process who have qualified in technical evaluation process.. The format for quoting financial bid is set out in **Annexure D** and the rate for carrying out each activity covered under the verification service has to be quoted by the applicant in the Bid as specified in the format. The activity wise minimum floor rates are as under:

Verification activity (As per scope of work mentioned in the RFP)	Minimum floor rate for each activity/item (Inclusive of all taxes excluding GST)
Residence Address Verification	140
Business Address Verification	140
Business Phone Verification	8
Residence Phone Verification	8
Verification of income such as Salary Slip, Form 16, IT returns, GST, Bank statement etc.	130
Aggregate of all /total	426

Each activity wise rate will be mentioned in the financial bid and bidder can quote either same or more than the minimum rate mentioned in the financial bid. Bidders quoting lowest rate for aggregate of all 5 items will

be considered L1 bidder. State Bank of India reserves the right to accept or reject any or all applications received in response to the RFP at any stage without assigning any reason thereof and cancel the entire tender process.

3. Splitting of work between L1,L2,L3 etc.: All technically qualified bidders who are selected for empanelment may match the lowest rate quoted by the L1 vendor without any condition or protest quoted and may give consent to render the verification service on allotment of the work at the aforesaid lowest rates for each activity quoted by L1 bidder. However in allotment of work process the preference will be given to L1 bidder and keeping in view the size of the work the remaining work will be splitted and distributed to L2,L3,L4 etc. bidder who will ready to match the price quoted by the L1 bidder.

10. Other Terms & Conditions:

a) The empanelment and selection of the Verification Agency shall not confer the agency any right to get allotment of the work mentioned above. The Bank reserves its right to give work, at its sole discretion. Further, The Bank reserves its right to entrust any one or more of activity (ies) set out in Para 3 above to empaneled Agency depending on its requirements, at its sole discretion

b) The Verification Agencies selected for empanelment must execute an agreement with the Bank setting forth the terms and conditions of their empanelment and engagement for carrying out the work. Any unexcused delay by the Verification Agency in the performance of its obligations shall render the Agency liable to termination of their empanelment/engagement for default.

c) Verification Agency should maintain confidentiality and secrecy of the data provided to it by the Bank or obtained by the Agency during the subsistence of the service it has provided to the Bank and shall not divulge/disclose the same to any third party.

d) The Verification Agencies entrusted with the work should indemnify SBI and its employees against any claims, losses, expenses suffered by it on account of any breach of the terms of the agreement, including wrong/incorrect verification report, fraud, negligence, omissions committed by the Verification Agency, its employees, officers, agents.

e) The service provider shall be solely responsible for compliance with the provisions of all present & future central and state laws, various taxes (Income tax, sales tax, service tax etc.), labour and industrial laws, such as minimum wages, compensation, EPF, Bonus, Gratuity etc. relating to persons deployed for providing services to SBI. In case the Bank is legally made liable for any statutory or other payments the same will be recovered from the compensation or the contract amount payable to the contractor by the Bank.

f) The service provider shall not subcontract or permit anyone other than its personnel to perform any of the work, service or other performance required of the vendor under the contract without the prior written consent of the Bank.

g) The service provider shall strictly comply with the digital personal data protection act (DPDP Act)2023 along with all rules notifications ,and guidelines issued by the Govt of India and Data protection Board of India from time to time.

11. Term of Empanelment and Termination:

The service to be rendered by the successful bidder/ Verification Agency will be for a period of 1 year from the date of execution of contract which may be renewed further for period of one year on same terms and conditions subject to satisfactory work and compliance of terms and conditions and guidelines of the bank outsourcing policy subject to compliance of the terms and conditions and guidelines of the Outsourcing Policy of the bank. During the contract period the Bank shall have right to de-panel and terminate the engagement of any vendor at any time without assigning any reason thereof and without being liable to pay the Verification Agency any damages or compensation for such termination.

12. Clarifications on RFP:

12.1 Bidder requiring any clarification of the bidding document may notify the Bank in writing strictly as per the format given in Annexure-L at the address and by e-mail given in part II of this document within the date/time mentioned in the schedule of event.

12.2 The queries received, and response of the Bank thereof will be discussed in pre bid meeting and will be posted on the Bank's website as per date given in Part II of this document or conveyed to the Bidders.

12.3 SBI reserves the right to amend, rescind or reissue the RFP, at any time prior to the deadline for submission of Bids. The Bank, for any reason, whether, on its own initiative or in response to a clarification requested by a prospective Bidder, may modify the bidding document, by amendment which will be made available to the Bidders by way of corrigenda/addenda. The interested

parties/Bidders are advised to check the Bank's website regularly till the date of submission of Bid document specified in the schedule of events/email and ensure that clarifications / amendments issued by the Bank, if any, have been taken into consideration before submitting the Bid. Such amendments/ clarifications, if any, issued by the Bank will be binding on the participating Bidders. Bank will not take any responsibility for any such omissions by the Bidder.

12.4 SBI, at its own discretion, may extend the deadline for submission of Bids in order to allow prospective Bidders a reasonable time to prepare the Bid, for taking the amendment into account. Nothing in this RFP or any addenda/ corrigenda or clarifications issued in connection thereto is intended to relieve Bidders from forming their own opinions and conclusions in respect of the matters addressed in this RFP or any addenda/corrigenda or clarifications issued in connection thereto/thereof.

12.5 No request for change in commercial/legal terms and conditions, other than what has been mentioned in the RFP or any addenda/corrigenda or clarifications issued in connection thereto, will be entertained and queries in this regard, therefore will not be entertained.

12.6 Queries received after the scheduled date and time will not be responded/ acted upon.

13. Contents of bid documents:

13.1 The Bidder must thoroughly study/analyze and properly understand the contents of this RFP document, its meaning and impact of the information contained therein.

13.2 Failure to furnish all information required in the bidding document or submission of Bid not responsive to the bidding documents in any respect will be at the Bidder's risk and responsibility and the same may finally result in rejection of its Bid. SBI has made considerable effort to ensure that accurate information is contained in this RFP and is supplied solely as guidelines for Bidders.

13.3 Nothing in this RFP or any addenda/corrigenda or clarifications issued in connection thereto, is intended to relieve Bidders from forming their own opinions and conclusions in respect of the matters contained in RFP and its addenda, if any.

13.4 The Bid prepared by the Bidder, as well as all correspondences and documents relating to the Bid exchanged by the Bidder and the Bank and supporting documents and printed literature shall be submitted in English.

13.5 The information provided by the Bidders in response to this RFP will become the property of SBI and will not be returned. Incomplete information in Bid document may lead to non-consideration of the proposal.

13.6 The submission of Bid by any applicant bidder along with all other documents will be deemed and considered that the bidder has read and understood all the contents of the RFP and has not raised any clarification on RFP under clause 12 above.

14. Earnest Money Deposit (EMD):

14.1 The Bidder shall furnish EMD for the amount and validity period as under:

14.1.1 The Bidder shall furnish, as part of its Bid, an EMD of Rs.100000/- (Rupees One Lakh only) by way of Demand Draft, issued by a Scheduled Commercial Bank in India other than SBI, drawn in favour of State Bank of India payable at Lucknow along with Bidder's letter for EMD as per **Annexure N**

14.1.2 No interest will be paid on EMD amount while refunding the same to the unsuccessful bidders.

14.1.3 The EMD is required to protect the Bank against the risk of Bidder's conduct, which would warrant the EMD's forfeiture.

14.1.4 The EMD shall be denominated in Indian Rupees and shall be in the form of a Demand Draft, issued by a Scheduled Commercial Bank in India other than SBI, drawn in favour of State Bank of India payable at Lucknow and valid for a period of 90 days.

14.2 Any Bid not secured with EMD, as above, will be rejected out-rightly by the Bank, as non-responsive.

14.3 The EMD of the unsuccessful Bidders will be returned without any accrued interest thereon within Four weeks on completion of required process and necessary approvals.

14.4 EMD is required to protect the Bank against the risk of Bidder's conduct.

14.5 The successful bidder's EMD will be discharged without interest upon the Bidder signing the Contract and furnishing the Performance Bank Guarantee as per format Annexure E and as specified elsewhere in the RFP. The Bank Guarantee must be furnished from a Scheduled Commercial Bank other than SBI within 10 days from the selection of successful Bidder.

14.6 The EMD may be forfeited: -

- i. if a Bidder withdraws his Bid during the period of Bid validity specified in this RFP.
or
- ii. if a Bidder makes any statement or encloses any form which turns out to be false / incorrect at any time prior to signing of Contract.
or
- iii. if the successful Bidder fails to sign the contract or furnish Performance Bank Guarantee, within the specified time period in the RFP/ Purchase Order.

14.7 If EMD is forfeited for any reasons mentioned above, the concerned Bidder shall be debarred from participating in the RFPs floated by the Bank/this department, in future, as per sole discretion of the Bank.

- a. The Bid document shall be complete in accordance with various clauses of the RFP document, or any addenda/corrigenda or clarifications issued in connection thereto, duly signed by the authorized representative of the Bidder and stamped with the official stamp of the Bidder. Board resolution authorizing representatives to Bid and make commitments on behalf of the Bidder is to be attached.
- b. Bank's decision on opening of bids and further processing of bids irrespective of minimum number of bids received in the tender, will be final and binding.
- c. Prices quoted by the Bidder shall remain fixed for the period specified in part II of this document and shall not be subjected to variation on any account, including exchange rate fluctuations and custom duty. A Bid submitted with an adjustable price quotation will be treated as non-responsive and will be rejected.
- d. If deemed necessary, the Bank may seek clarifications on any aspect from the Bidder. However, that would not entitle the Bidder to change or cause any change in the substances of the Bid already submitted or the price quoted.
- e. The Bidder may also be asked to give presentation for the purpose of clarification of the Bid.
- f. The Bidder must provide specific and factual replies to the points raised in the RFP.
- g. The Bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the Contract with date below the signature.
- h. All the enclosures (Bid submission) shall be serially numbered with rubber stamp of the participating Bidder's company. The person or persons signing the Bids shall initial all pages of

the Bids, except for un-amended printed literature.

- i. Any inter-lineation, erasures or overwriting shall be valid only if these are initialed by the person signing the Bids.
- j. All pages of the Bid document shall be properly numbered and bound. If any page is missing, Bank would not be responsible for the same.
- k. The Bank reserves the right to reject Bids not conforming to above.

14.8 -The MSMEs will be provided tender documents free of cost and are exempted from payment of earnest money, subject to furnishing of relevant valid certificate for claiming exemption, issued by competent authority as per the Govt of India guidelines.

15. Deadline for Submission of Bids:

- a. Bids must be received by the Bank at the address specified and by the date and time mentioned in the “Schedule of Events”.
- b. In the event of the specified date for submission of Bids being declared a holiday for the Bank, the Bids will be received up to the appointed time on the next working day.
- c. In case the Bank extends the scheduled date of submission of Bid document, the Bids shall be submitted by the time and date rescheduled. All rights and obligations of the Bank and Bidders will remain the same.
- d. Any Bid received after the deadline for submission of Bids prescribed will be rejected and returned unopened to the Bidder.
- e. If the Bid is sent by post/Courier, then bidder should ensure the same is received by the bank, before the closing date and time of the bid.

16. Bid Security

Willful misrepresentation of any fact within the Bid will lead to the cancellation of the contract without prejudice to other actions that the Bank may take. All the submissions, including any accompanying documents, will become property of SBI. The Bidders shall be deemed to license, and grant all rights to SBI, to reproduce the whole or any portion of their product for the purpose of evaluation, to disclose the contents of submission to other Bidders and to disclose and/ or use the contents of submission as the basis for RFP process.

17. Contacting the Bank:

- i. No Bidder shall contact the Bank on any matter relating to its Bid, from the time of opening of Price Bid to the time, the Contract is awarded.
- ii. Any effort by a Bidder to influence the Bank in its decisions on Bid evaluation, Bid comparison or contract award may result in the rejection of the Bidder’s Bid.

19. Award Criteria:

- i. Bank will notify successful Bidders in writing by letter or fax/email that its Bid has been accepted. The Selected Bidders have to return the duplicate copy of the same to the Bank within 3 working days, duly Accepted, Stamped and Signed by Authorized Signatory in token of acceptance.
- ii. The successful Bidders will have to submit Non-disclosure Agreement (**Annexure-J**) and Performance Bank Guarantee for the amount and validity as desired in part II and strictly on the lines of format given at **Annexure-E** of this document together with acceptance of all terms and conditions of RFP.
- iii. Copy of board resolution or power of attorney showing that the signatory has been duly authorized to sign the acceptance letter, contract and NDA should be submitted.
- iv. The notification of award will constitute the formation of the Contract.

- v. The successful Bidder(s) shall be required to enter into a contract/ Service Level Agreement (hereinafter, SLA) with the Bank, within 10 days of award of the tender or within such extended period as may be decided by the Bank.
- vi. Until the execution of a formal contract, the Bid document, together with the Bank's notification of award and the vendor's acceptance thereof, would constitute a binding contract between the Bank and the successful Bidder.
- vii. The contract/ agreement will be based on Bidder(s)' offer document with all its enclosures, modifications arising out of negotiation /clarifications etc. and will include SLA, project plan – phases & milestones and schedule, copies of all necessary documents, licenses, certifications etc.
- viii. The Bank reserves the right to stipulate, at the time of finalization of the contract, any other document(s) to be enclosed as a part of the final contract.
- ix. Failure of the successful Bidder(s) to comply with the requirements/terms and conditions of this RFP shall constitute sufficient grounds for the annulment of the award and forfeiture of the EMD and/or PBG.
- x. Upon notification of award to the successful Bidder(s), the Bank will promptly notify the award of contract to the successful Bidder (s) on the Bank website. The EMD of each unsuccessful Bidder will be discharged and returned.
- xi. If bidders fail to take up the project in one month time from SLA date, Bank may impose penalty as per penalty clause Annexure K, invoke PBG in addition to cancellation of contract awarded. Bank decision in this regard will be final and binding on all parties.
- xii. In **Annexure D**, (Commercial/ Financial Bid Format) if there is discrepancy in the unit price quoted in words and figures, the unit price quoted in words, shall be taken as correct and final
- xiii. Bank reserve the right to reject any or all the bidders in technical as well as commercial bid

20. Powers to Vary or Omit Work:

- i. No alterations, amendments, omissions, additions, suspensions, or variations of the work (hereinafter referred to as variation) under the contract shall be made by the successful Bidder(s) except as directed in writing by Bank. The Bank shall have full powers, subject to the provision herein after contained, from time to time during the execution of the contract, by notice in writing to instruct the successful Bidder(s) to make any variation without prejudice to the contract. The finally selected Bidder(s) shall carry out such variation and be bound by the same conditions as far as applicable as though the said variations occurred in the contract documents. If any, suggested variations would, in the opinion of the finally selected Bidder(s), if carried out, prevent him from fulfilling any of his obligations under the contract, he shall notify Bank thereof in writing with reasons for holding such opinion and Bank shall instruct the successful Bidder(s) to make such other modified variation without prejudice to the contract. The finally selected Bidder(s) shall carry out such variation and be bound by the same conditions as far as applicable as though the said variations occurred in the contract documents. If the Bank confirms its instructions, the successful Bidder(s) obligations shall be modified to such an extent as may be mutually agreed, if such variation is substantial and involves considerable extra cost. Any agreed difference in cost occasioned by such variation shall be added to or deducted from the contract price as the case may be.
- ii. In any case in which the successful Bidder(s) has received instructions from the Bank as to the requirements for carrying out the altered or additional substituted work which either then or later on, will in the opinion of the finally selected Bidders, involve a claim for additional payments, such additional payments shall be mutually agreed in line with the terms and conditions of the order.

- iii. If any change in the work is likely to result in reduction in cost, the parties shall agree in writing so as to the extent of change in contract price, before the finally selected Bidder(s) proceeds with the change. In all the above cases, in the event of a disagreement as to the reasonableness of the said sum, the decision of the Bank shall prevail.
- iv. The bidder shall be paid on the basis of the work done and he is not entitled for the entire quoted price without done the entire work as mentioned in para -----for completion of part work the bidder is entitled for payment of such part work only.

21. No Waiver of Bank's Rights or Successful Bidder's Liability:

Neither any sign-off, nor any payment by the Bank for acceptance of the whole or any part of the work, nor any extension of time, nor any possession taken by the Bank shall affect or prejudice the rights of Bank against the finally selected Bidder(s), or relieve the finally selected Bidder(s) of his obligations for the due performance of the contract, or be interpreted as approval of the work done, or create liability in the Bank to pay for alterations/ amendments/ variations, or discharge the liability of the successful Bidder(s) for the payment of damages whether due, ascertained, or certified or not or any sum against the payment of which he is bound to indemnify the Bank nor shall any such certificate nor the acceptance by him of any such amount paid on account or otherwise affect or prejudice the rights of the successful Bidder against Bank.

22. Change in Orders:

- i. The Bank may, at any time, by a written order given to the Vendor, make changes within the general scope of the Contract in any manner.
- ii. If any such change causes an increase or decrease in the cost of, or the time required for the Vendor's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or delivery schedule, or both, and the Contract shall accordingly be amended. Any claims by the Vendor for adjustment under this clause must be asserted within 15 days from the date of Vendor's receipt of Bank 's change order.

23. Contract Amendments:

No variation in or modification of the terms of the Contract shall be made, except by written amendment, signed by the parties.

24. Bank's Right to Accept Any Bid and to Reject Any or All Bids:

The Bank reserves the right to accept or reject any Bid in part or in full or to cancel the entire bidding process and reject all Bids at any time, without incurring any liability and assigning any reason thereof.

25. Documentary Evidence Establishing Bidder's Eligibility and Qualifications:

On acceptance of the Bid by the Bank, the Bidder needs to submit the undertaking of authenticity along with documentary evidence of their eligibility/qualifications to perform the Contract to the Bank's satisfaction: 'that adequate, specialized expertise are available with the Bidder to ensure that the services are responsive, and the Bidder will assume total responsibility for the fault- free operation of the product proposed and maintenance thereof during the contract period'.

26. Performance Bank Guarantee:

Verification Agency should furnish a Performance Bank Guarantee at the time of execution of SLA. Amount of performance Bank Guarantee is Rs. 10.00 lakh.

27. Cost of Services:

- i. Total cost of services with support would be the Total Price to be quoted in commercial Bid as per the format given (**Annexure-D**).
- ii. The order will be placed for end-to-end complete services as per **Annexure B**
- iii. The applicable TDS will be deducted at the time of payment of invoices.

- iv. Terms of payment are given in Part-II of this RFP document.
- v. Prices payable to the Vendor as stated in the Contract shall be firm and not subject to adjustment during performance of the Contract, irrespective of reasons whatsoever, including exchange rate fluctuations, any upward revision in duties, charges, etc.
- vi. The Bidder will pass on to the Bank, all fiscal benefits arising out of reductions, if any, in Government levies viz; sales tax, excise duty, custom duty, etc. or the benefit of discounts, if any, announced in respect of the cost of the items for which orders have been placed during that period.

28. Right to Audit:

- i) The Selected Bidder (Service Provider) may have to get itself audited by Bank officials / internal / external empaneled Auditors appointed by the Bank / inspecting official from the Reserve Bank of India or any regulatory authority, covering the risk parameters finalized by the Bank. The Bank can make its expert assessment on the efficiency and effectiveness of the security, control, risk management, governance system and process created by the Service Provider. The Service Provider shall, whenever required by the Auditors, furnish all relevant information, records/data to them.
- ii) Where any deficiency has been observed during audit of the Service Provider on the risk parameters finalized by the Bank or in the certification submitted by the Auditors, the Service Provider shall correct/resolve the same at the earliest and shall provide all necessary documents related to resolution thereof and the auditor shall further certify in respect of resolution of the deficiencies. The resolution provided by the Service Provider shall require to be certified by the Auditors covering the respective risk parameters against which such deficiencies have been observed. Cost of such correction if any to be incurred by the vendor.
- iii) Service Provider shall, whenever required by the Bank, furnish all relevant information, records/data to such auditors and/or inspecting officials of the Bank/Reserve Bank of India and or any regulatory authority. The Bank reserves the right to call and/or retain for any relevant material information /reports including audit or review reports undertaken by the service provider (e.g., financial, internal control and security reviews) and findings made on Selected Bidder in conjunction with the services provided to the Bank.
- iv). The Bank reserve the right to audit the bidder by its internal auditors from Internal Audit Department or any outside agencies as decided by the Bank. Cost of external auditor if appointed by Bank will be borne by the Bank.

29.Subcontracting and Assignment:

As per scope of the RFP, subcontracting or assignment is prohibited. In view of the confidential and sensitive nature of documents, the sub-contracting or assignment will not be permitted under any circumstances. If the vendor is found to be sub-contracting or assignment, at any stage, the Bank will cancel the contract and forfeit the Performance

Bank Guarantee besides taking other steps, as deemed fit by the Bank.

30. Limitation of liability:

- i. The limitations set forth herein shall not apply with respect to:
 - a) claims that are the subject of indemnification pursuant to IPR infringement,
 - b) damage(s) occasioned by the gross negligence, fraud or willful misconduct of Service Provider,
 - c) damage(s) occasioned by Service Provider for breach of Confidentiality Obligations,
 - d) When a dispute is settled by the Court of Law in India.
 - e) Regulatory or statutory fines imposed by a government or Regulatory agency for non-compliance of statutory or regulatory guidelines applicable to the Bank, provided such guidelines were brought to the notice of Service Provider.

31. Confidentiality:

- i. Bidder acknowledges and agrees that all tangible and intangible information obtained, developed or disclosed including all documents, contract, purchase order to be issued, data papers and statements and trade secret of the Bank relating to its business practices and their competitive position in the market place provided to the selected Bidder by the Bank in connection with the performance of obligations of Bidder under the scope of work, in part or complete shall be considered to be confidential and proprietary information (“Confidential Information”) and shall not be disclosed to any third party/published without the written approval of the Bank.
- ii. The Confidential Information will be safeguarded, and Bidder will take all the necessary action to protect it against misuse, loss, destruction, alterations, or deletions thereof. In the event of a breach or threatened breach by Bidder of this section, monetary damages may not be an adequate remedy; therefore, Bank shall be entitled to injunctive relief to restrain Bidder from any such breach, threatened or actual.
- iii. Any document, other than the Contract itself, shall remain the property of the Bank and shall be returned (in all copies) to the Bank on completion of the Vendor’s performance under the Contract, if so required by the Bank.
- iv. The confidential information may be disclosed to /shared with the employee of the service provider strictly on need-to-know basis. The service provider however shall ensure that the confidential information of the Bank is duly protected during the service and after resignation / termination of such employee

32. Delay in the Vendor’s Performance:

- i. Any delay in performing the obligation/ defect in performance by the vendor may result in imposition of penalty, liquidated damages, invocation of Performance Bank Guarantee and/or termination of contract (as laid down elsewhere in this RFP document).
- ii. In case the vendor is not able to complete the job within given timeline and/or the vendor’s services are not found to the satisfaction of the Bank after start of operation, the Bank will have right to take appropriate steps as per this document.
- iii. Penalty will be imposed on the service provider for delays in timely submission of verification reports as mentioned in annexure K.

33. Vendor’s obligations:

- i. The Vendor is responsible for and obliged to conduct all contracted activities in accordance with the contract using latest technology, methods and economic principles and exercising all means available to achieve the performance specified in the Contract.
- ii. The Vendor is obliged to work closely with the Bank’s staff, act within its own authority and abide by directives issued by the Bank from time to time and complete implementation activities.
- iii. The Vendor will abide by the job safety measures prevalent in India and will free the Bank from all demands or responsibilities arising from accidents or loss of life, the cause of which is the Vendor’s negligence. The Vendor will pay all indemnities arising from such incidents and will not hold the Bank responsible or obligated.
- iv. The Vendor is responsible for managing the activities of its personnel and will hold itself responsible for any misdemeanors.
- v. The Vendor shall treat as confidential all data and information about SBI, obtained in the process of executing its responsibilities, in strict confidence and will not reveal such information to any other party without prior written approval of the Bank as explained under “Non-Disclosure Agreement” in *Annexure-J* of this document.

- vi. Service provider will take Fidelity Insurance to protect Bank against any loss (fraud and or reputation loss) to Bank due to data misuse / pilferage or any act of its employee (s).
- vii. The operation of the bidder in Pakistan or China, if any, should be suitably firewalled from the contact / operations with the Bank. And shall also declare that no employee who has previously or been posted in Pakistan or China in any capacity is engaged by the company for this project and that no Pakistan national or person of Pakistan origin should be engaged by the service provider for the project. Further the company should not post an employee who has worked in India operations in Pakistan or China.

34. Conflict of Interest:

Bidder shall not have a conflict of interest (the “Conflict of Interest”) that affects the bidding process. Any Bidder found to have a Conflict of Interest shall be disqualified. In the event of disqualification, the Bank shall be entitled to forfeit and appropriate the Bid Security/EMD and/or Performance Security (Performance Bank Guarantee), as the case may be, as mutually agreed upon genuine estimated loss and damage likely to be suffered and incurred by the Bank and not by way of penalty for, inter alia, the time, cost and effort of the Bank, including consideration of such Bidder’s proposal (the “Damages”), without prejudice to any other right or remedy that may be available to the Bank under the bidding documents and/ or the contract or otherwise.

35. Fraud & Corrupt Practices:

- i. The Bidder and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the bidding process. Notwithstanding anything to the contrary contained herein, the Bank shall reject an Application without being liable in any manner whatsoever to the Bidder if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt/fraudulent/coercive/undesirable or restrictive practices in the bidding process.
- ii. Without prejudice to the rights of the Bank under Clause 31 (i) hereinabove, if a Bidder is found by the Bank to have directly or indirectly or through an agent, engaged or indulged in any corrupt/fraudulent/coercive/undesirable or restrictive practices during the bidding process, such Bidder shall not be eligible to participate in any EOIRFP issued by the Bank for a period of 2 (two) years from the date if such Bidder is found by the Bank to have directly or indirectly or through an agent, engaged or indulged in any corrupt/ fraudulent/ coercive/ undesirable or restrictive practices, as the case may be.

36. Termination:

- i. The Bank, without prejudice to any other remedy for breach of Contract, by a written notice of not less than 30 (thirty) days sent to the Vendor, may terminate the Contract in whole or in part:
 - a. If the Vendor fails to deliver any or all of the Products and Services within the period(s) specified in the Contract, or within any extension thereof granted by the Bank; or
 - b. If the vendor fails to perform any other obligation(s) under the contract; or
 - c. Laxity in adherence to standards laid down by the Bank; or
 - d. Discrepancies/deviations in the agreed processes and/or products; or
 - e. Violations of terms and conditions stipulated in this RFP.
 - f. For inconvenience or in the interest of the Bank.
- ii. The Bank shall have a right to terminate the Agreement immediately by giving a notice in writing to Service Provider in the following eventualities:
 - (a) If any Receiver/Liquidator is appointed in connection with the business of the Service Provider or Service Provider transfers substantial assets in favour of its creditors or any orders / directions are issued by any Authority / Regulator which has the effect of suspension of the business of Service Provider.

- (b) If Service Provider applies to the Court or passes a resolution for voluntary winding up of Service Provider or any other creditor / person files a petition for winding up or dissolution of Service Provider.
- (c) If Service Provider, in reasonable opinion of the Bank is unable to pay its debts or discharge its liabilities in normal course of business.
- (d) If Service Provider is unable to render the services up to the mark as envisaged under this agreement upon a reasonable assessment of the circumstances by the Bank which affect rendering of the services by Service Provider as envisaged under this agreement.
- (e) If any acts of commission or omission on the part of Service Provider or its agents, employees, sub-contractors, or representatives, in the reasonable opinion of the Bank tantamount to fraud or prejudicial to the interest of the Bank or its customers.
- (f) If Service Provider is owned/ controlled wholly/ partly by any other bank operating in India.
- (g) If any officer/ employee/ director of Service Provider or their relatives as defined in section 6 of the Companies Act, 1956 becomes a director of the Bank.
- iii. If the contract is terminated under any termination clause, the vendor shall handover all documents/ executable/ Bank's data or any other relevant information to the Bank in timely manner and in proper format as per scope of this RFP and shall also support the orderly transition to another vendor or to the Bank.
- iv. During the transition, the vendor shall also support the Bank on technical queries/support on process implementation or in case of software provision for future upgrades.
- v. In the event of termination of the Agreement, the Service Provider shall render all reasonable assistance and help to the Bank and any new contractor engaged by the Bank for the smooth switch over and continuity of the Services or if so, required by the Bank take all necessary steps to bring the Services to a close in a prompt and orderly manner.
- vi. The Bank, by written notice of not less than 30 (Thirty) days sent to the Vendor, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Bank's convenience, the extent to which performance of the Vendor under the Contract is terminated, and the date upon which such termination becomes effective.
- viii. The Bank's right to terminate the Contract will be in addition to the penalties /liquidated damages and other actions as deemed fit.
- ix. The Bank may, at any time, terminate the Contract by giving written notice to the Vendor, if the Vendor becomes Bankrupt or insolvent or any application for bankruptcy, insolvency or winding up has been filed against it by any person. In this event, termination will be without compensation to the Vendor, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the Bank.

37. Force Majeure:

- i. Notwithstanding the provisions of terms and conditions contained in this RFP, the Vendor shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default, if any, and to the extent that the delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
- ii. For the purposes of this clause, 'Force Majeure' means and includes wars, insurrections, revolution, civil disturbance, riots, terrorist acts, public strikes, hartal, bandh, fires, floods, epidemic, quarantine restrictions, freight embargoes, declared general strikes in relevant industries, Vis Major Act of Government, impeding reasonable performance of the Vendor and / or Sub-Contractor but does not include any foreseeable events, commercial considerations or those involving fault or negligence on the part of the party claiming Force Majeure.

- iii. If a Force Majeure situation arises, the Vendor shall promptly notify the Bank in writing of such condition and the cause thereof. Unless otherwise directed by the Bank in writing, the Vendor shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
- iv. If the event of Force Majeure continues for a period more than 30 days, the Bank shall be entitled to terminate this Agreement at any time thereafter. Neither party shall have any penal liability to the other in respect of the termination of this Contract as a result of an Event of Force Majeure. However, Service Provider shall be entitled to receive payments for all services actually rendered up to the date of the termination of this Agreement.

38. Governing Language:

The governing language shall be English.

39. Applicable Law:

The Contract shall be interpreted in accordance with the laws of the Union of India and shall be subjected to the exclusive jurisdiction of district courts at the place where the SLA executed.

40. Taxes and Duties:

- a. The Vendor shall be liable to pay all corporate taxes and income tax that shall be levied according to the laws and regulations applicable from time to time in India and the price Bid by the Vendor shall include all such taxes in the contract price. The price quoted shall be quoted only in Indian Rupees and should be inclusive of all taxes. There will be no additional payment for taxes, duties, octroi etc.
- b. Prices payable to the Vendor as stated in the Contract shall be firm and not subject to adjustment during performance of the Contract, irrespective of reasons whatsoever, including exchange rate fluctuations, any upward revision in Custom duty. The Bidder will pass on to the Bank, all fiscal benefits arising out of reductions, if any, in Government levies viz. custom duty or the benefit of discounts if any announced in respect of the cost of the items for which orders have been placed during that period.
- c. All expenses, stamp duty and other charges/ expenses in connection with the execution of the Agreement as a result of this RFP process shall be borne by the Vendor.

41. Tax deduction at Source:

- i. Wherever the laws and regulations require deduction of such taxes at the source of payment, the Bank shall affect such deductions from the payment due to the Vendor. The remittance of amounts so deducted and issuance of certificate for such deductions shall be made by the Bank as per the laws and regulations for the time being in force. Nothing in the Contract shall relieve the Vendor from his responsibility to pay any tax that may be levied in India on income and profits made by the Vendor in respect of this contract.
- ii. The Vendor's staff, personnel and labour will be liable to pay personal income taxes in India in respect of such of their salaries and wages as are chargeable under the laws and regulations for the time being in force, and the Vendor shall perform such duties in regard to such deductions thereof as may be imposed on him by such laws and regulations.

42. Disputes Mechanism (applicable in case of successful Bidder only):

In case of any dispute with regard to tender the Civil Court in Lucknow shall have exclusive jurisdiction

43 Notices:

Any notice given by one party to the other pursuant to this contract shall be sent to other party in writing or by Fax / e-mail and confirmed in writing to other Party's address. The notice shall be effective when delivered or on the notice's effective date whichever is later.

44. Relationship between the Bank and Verification Agency

The relationship between the Bank and the verification Agency is that of Vendor and Vendee. Verification Agency, its agents and employee shall, under no circumstances, be deemed employee, agent or representative of Bank. The Verification Agency shall have no right to enter into any contract or commitment in the name of, or on behalf of the Bank, or to bind the Bank in any respect whatsoever.

45. Labour Law Compliance

The Verification Agency is responsible for ensuring compliance with all the applicable laws in relation to the hiring and employment of personnel performing work under this Agreement. The Bank shall not be liable for any compliance- related issues, and personnel hired or employed by the Verification Agency shall not be considered employees of the Bank. In the event any liability is imposed upon the Bank due to violation of a Labour laws or for being Principal Employer, the Verification Agency shall indemnify and hold the Bank harmless to the full extent of such liability.

PART II

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Annexure R	Verifier Code of Conduct and declaration by Agent.
Annexure S	Format of the ID Card to be used by the verifier.

Dy. General Manager (REHBU) LHO Lucknow**Date: 05.08.2026**

Annexure-A

HLC/MINI HLC /BRANCHES

The location for branches/ CPCs are subject to change as per Bank's need and successful bidder has to provide services at all Branches/ HLC/Mini HLC/other branches/departments under control of various administrative offices of Lucknow Circle. The address of the units can vary during the contract period.

Annexure- B

Scope of Work

The Verification Agency has to provide verification services by verifying the correctness of the information given by the proposed borrower in his loan application form, as per the directions and details given by the SBI by:

- a) Conducting Residence Verification by visiting the applicant's residence, back check over phone.
- b) Conducting Business Address Verification by visiting the applicant's place of business/ office followed by back-check over phone.
- c) Conducting Business Phone verification by making a phone call to the applicants' place of business/office.
- d) Conducting residence phone verification if alternate number provided by making phone call to the applicants' residence.
- e) Conducting verification of Income such as Salary Slip, Bank Statement, Form 16, IT Returns, GST and KYC Verification etc.
- f) Verification agency should have technical capability to submit reports online supported by geo-tagged photographs of the place visited/verified through mail and Vendor Verification Module (VVM). At any point in time, SBI Branch/CPCs should be able to check these coordinates for verifying actual visit.
- g) Verification of the Residence and Office/business place of the seller of the property.
- h) The verification agencies should click the selfie in front of the house, office/gate along with the applicant/family member and geotag them while at the location.
- i) Verification agency should use the Bank's SIO apps subsequent to the system development for capturing the physical visit.

Verification Agency should submit duly signed verification report with Geo Tagging photo of address on the above to the Bank as per the formats prescribed in that behalf by the Bank. The Agency should also send the report electronically in the encrypted format when made available by the Bank. It should also submit daily MIS containing number of cases received, no of cases submitted to SBI, and number of cases pending.

Annexure-C (i)

Bidder's Eligibility Criteria

Bidders meeting the following criteria are eligible to submit their Bids along with supporting documents. If the Bid is not accompanied by all the required documents supporting eligibility criteria, the same would be rejected:

1) The applicant should be a registered legal entity incorporated / registered under prevailing law in India, practicing as Verification Agency and are providing field verification services to banks and financial institutions/companies, at least since last one year from the date of this Notice. Self-attested copy of Copy of the Partnership deed/Bye Laws/ Certificate of Incorporation issued by Registrar of Companies along with Memorandum & Articles of Association and full address of the registered office.

Note: "Field verification services" for the purpose of above criterion means rendering of services detailed in para 3(A) supra.)

2) If the applicant is from any country who is having border with India, then the applicant must comply with directions given in the Office Memorandum issued by the Department of Expenditure, Ministry of Finance for insertion of Rule 144(xi) in the General Financial Rule, 2017, dt July 23, 2020 (Annexure E) and provide a certificate with respect to compliance of Rule 144(xi) as per Annexure D of this RFP.

3 The applicant should have a prior satisfactory work experience in conducting necessary customer point verification for a Bank / Financial Institution anywhere in India for at least 03 year and they must provide at least two references from their clientele, acceptable to the Bank. Copy of the order and Certificate of completion of the work / reference from PSU / PSB / SCB / Govt. department/NBFC/MNC for satisfactory work done to be enclosed.

4. The applicant should not be blacklisted or included in negative list by any State Government, Central Government, Reserve Bank of India, IBA, SEBI, any Regulatory body/ authority, Government Dept., or any Public Sector Bank / undertaking or a corporation during last 3 years. An undertaking to this effect should be submitted by the applicant on its letter head.

5) The applicant should have sufficient infrastructure, requisite technical and other competence, sufficient, suitable, qualified, and experienced manpower / Personnel and expertise to provide the verification service.

6) The applicant should submit certificate related to area of operation and sufficient infrastructure, requisite technical and other competence, sufficient, suitable, qualified and experienced manpower / Personnel and expertise to provide the verification service.

7) The applicant should have a valid PAN/GST Registration number issued by Income Tax Department/ Competent authority.

8) Subcontracting of the work is not permitted. An undertaking would be required to be submitted. Affidavit as per **Annexure-I**

9) The Service Provider should have GST registration certificate, E.S.I.C., P.F. and applicable Labour Law registration/ Licenses. Photocopies of valid registration certificates/licensees should be furnished along with the technical bid. Compliance self-certificate along with Photocopies of valid registrations and license should be furnished with the Technical Bid.

10) Service Providers should not be under a declaration of ineligibility for corrupt and fraudulent practices issued by the Tendering Authority. Affidavit as per **Annexure-I**

Annexure-C (ii)

Technical Bid Evaluation Criteria

The Bank shall constitute an Evaluation Committee (EC), which shall carry out the entire evaluation process. The Technical proposal evaluation process would focus on the ability of Service Provider to satisfy technical requirements of the assignment, quality assurance procedures and experience of safekeeping of records. Technical proposals will be evaluated based on the following criteria. The bidder will have to provide necessary documentary evidence for below criteria along with Bid document failing which bidder will be disqualified for criteria where no documentary evidence provided with bid document.

EMPANELMENT OF VERIFICATION AGENCY FOR STATE BANK OF INDIA,
TECHNICAL BID INFORMATION SHEET

	Particulars of Information	To be filled by applicant	Required self-attested copies of below document as Proof
1)	Name of the applicant		Applicant's Letter Head
2)	Registered Office Address (along with phone, fax, mailed and pin code no)		
3)	Head Office Address (along with phone, fax, mailed and pin code no - if different than Registered Office):		
4)	Date of incorporation		Certificate of Incorporation/Registration in India
5)	Incorporated as (Company/society/firm etc) & registered under prevailing law in India:		Memorandum of Association/ Bye Law/ Partnership Deed (Please state the clause/page no. that authorized the firm to work as verification agency)
6)	Name of the Authorized person to submit this bid: (a) Designation (b) Address (c) Telephone no. (d) Mobile No. (e) E mail id. (f) alternate e mail id, if any		authorization on applicants letterhead by respective Owner/CEO/Board/Chairman etc. as the case may be)
7)	Number of years' experience in the area of Field Verification Service:		Business order that qualifies the desirable numbers of years into this business
8)	Experience Name of the Bank/financial institutions the applicant has been providing Field Verification services, No. of years including period thereof, Nos. of cases		(i) Work order/ MOU/ Certificate/release of payment or any such document that verify the fulfillment of above criteria.

	where verification is done in respect of each client I. Client 1 II. Client 2 III. Client 3		(ii) References from your client, as per Para 4(C)(iv) of the RFP.
8)	Present Empanelment/Appointment with PSBs/ Bank /Financial Institutions (copy of reference letter Annexure – C(iv) provide)		
9)	Area of Operation		
10)	PAN No./GST No. of applicant		Enclose certified copies of document as evidence
11)	Whether applicant has been blacklisted any time If yes, details thereof		
12)	Furnish Information about, Internal Structure, infrastructure, facilities and HR of the applicant to carry out the work : 1. Management Structure of the Applicant 2. Controls and Reporting System 3. Client Complaints & Assistance - Response and Resolution System in place, including levels of escalation 4. Provide details: (a) No. of Offices and location: (b) No. of Branches and location: (c) Facilities/infrastructure available at office and Branch to carry out the work, including details of computers, communication instruments, vehicles etc.: (d) No. of Staff available at each Office and Branch (e) Staff Structure at Office and Branches 3. No. of Field verifiers and Supervisors at each Office and Branch 4. Technical infrastructure – Computer Systems/ Nodes/ Scanner/ Geo tagging Cameras etc.)		

13)	Furnish Information about Systems and Procedures in place: (a) to conduct back checks for all the verification conducted by its Field Verifiers (b) to ensure Time Bound Delivery of Verification Report (c) to ensure correctness and authenticity of the Verification report (d) Data of negative list of borrowers/defaulters (e) Safeguards to maintain confidentiality and secrecy of customer data		
14)	Details of License /permission obtained from concerned Issuer for verification of voter ID Card, PAN Card, Aadhar Card etc.		Enclose certified copies of document as evidence
15)	Particulars of training programs provided to field verifiers for conducting of verification services		
16)	Any other technical information applicant wants to furnish:		

(Authorized Signatory)

(Seal of Firm/Company)

Place:

Date:

Bank reserve the right to cancel the contract and impose penalty as deemed fit if self-certification wherever enclosed found to be misleading and wrong.

Technical Evaluation Matrix for Empanelment of Verification agencies (Annexure-C iii)

Sl. No.	Criteria	Score Matrix Particulars	Maximum Score	Score obtained
1	Past Experience of verification work of the company/ firm	More than 7 years	10	10
		5 to 7 years	7	
		Below 5 years	3	
2	Constitution of the Company/ firm (please attach supportive documents MOA, AOA and certificate of incorporation)	Public Ltd. Company	10	10
		Pvt. Ltd. Company	8	
		Partnership Firm	6	
		Proprietary Concern	3	
		Any other	1	
3	Staff Strength (please attach supportive documents and declaration on your own letter head)	> 150 staff	15	15
		>100 & < 150	10	
		>50 & < 100	5	
		< 50	2	
4	Area of operation (Annexure – B)	Cover More than 5 states	10	10
		Cover 4 to 5 states	8	
		Cover 2 to 3 states	5	
		Cover only 1 state	2	
5	Present Empanelment/ Appointment with PSBs /Bank / Financial Institutions (attach copy of reference letter)	Present Empanelment/appointment with SBI	10	10
		Present Empanelment/appointment with 3 and above Schedule Commercial Bank /Financial Institutions	7	
		Present Empanelment/ Appointment below 3 Schedule Commercial Bank /Financial Institutions	3	
6	Technical Capability Minimum 100-150 tablets/laptop (as per staff strength) with the capability of geotagging cameras	Availability of 150 tablet/laptop with capability of geotagging cameras	10	10
		Availability of 100 tablet /laptop with capability of geotagging cameras	7	
		Availability of less than 100 tablet/laptop with the capability of geotagging cameras	3	
7	Average Net Profit (PAT) for last 3 years. Net worth must be in Positive (please attach audited balance sheet of last 3 years)	Above 15 Lac	15	15
		Above 7 Lac - 15 Lacs	10	
		4 - 7 Lacs	5	
		Less than 4 Lacs	0	
8	Volume of work with present Banking clientele (Avg no. of verifications done per month since empanelment)	More than 5000	10	10
		>3000 to < 5000	8	
		>1000 to < 3000	5	

	(please attach supportive documents)	< 1000	2		
9	Financial strength of the Agency (Average turnover for last 3 financial year or since date of establishment) (please attach supportive documents)	Above 1 crore	10	10	
		Above 0.75 crs. & upto 1 Crs.	8		
		Above 0.50 crs. & upto 0.75 Crs.	5		
		Below 0.50 crs.	0		
Total				100	

(Copies of relevant documents to be enclosed for perusal)

***Minimum 50 marks required for qualifying technical bid.**

(To be issued on a letter Head)

To Whomsoever It May Concern

This reference letter is issued to certify that Mr./Ms
 is an Individual /Proprietor / Partner
 / Director of M/s

..... valuer/
 Proprietorship Firm / Partnership Firm / Company, its registered office at

..... is empanelled/ was empanelled with this office as a Verification agency for a period
 from to for conducting the verification of the following: (please choose
 applicable field by ticking it)

1. Residence Address Verification by actually visiting the applicant's residence, followed by back-check over phone
2. Business Address Verification by actually visiting the applicant's place of business/office, followed by back-check over phone
3. Business Phone Verification by making a phone call to the applicant's place of business/office
4. Residence Phone Verification by making phone call to the applicant's residence.
5. verification of income such as Salary Slip, Form 16, IT returns, etc.
6. The above verification entity had approximately conducted following number of verifications with us during the period of empanelment:

Period of verification conducted	Approximate nos.of Verification conducted		
	Overall nos. of Verification done (A)	Nos. of cases where TAT maintained (B) (Out of A)	Penalty imposed during (C) (Out of A)
From the date of empanelment or since last 24 months whichever is earlier			
Since last 12 months			

2. The verification entity is capable, honest and professional and has completed its assignments successfully and satisfactorily during the period of empanelment and is operational in States andDist. / entire state of Uttar Pradesh.

3. Additional certificate related to Technical Capability (minimum norms of infrastructure proportional to no. of offices)

Date:

Authorised Signatory

Place:

Annexure D

FINANCIAL BID FOR PROVIDING VERIFICATION SERVICES

With reference to the RFP dated 5TH August 2026 for empanelment and selection of Verification agency for Field verification Services for State Bank of India, we hereby submit our financial proposal for the verification services as under:

Financial Quotes (In Indian National Rupee) inclusive of all applicable taxes, expenses, charges etc. except GST. GST shall be paid extra as per actual.

Activity wise Financial Quote (with in UTTAR PRADESH)

Verification activity (As per scope of work mentioned in the RFP)	Minimum floor rate for each activity/item (Inclusive of all taxes except GST)	Cost in INR (Per Verification)
Residence Address Verification	140	
Business Address Verification	140	
Business Phone Verification	8	
Residence Phone Verification	8	
Verification of income such as Salary Slip, Form 16, IT returns, GST, Bank statement etc.	130	
Aggregate of all/Total	426	

The above quoted fee includes all applicable duties, levies, taxes excluding GST. GST shall be paid extra as per actual. All expenses pertaining to verification would be borne by applicant.

(Authorized Signatory)

(Seal of Firm / Company)

Place:

Date:

General Clauses:

- In **Annexure D**, if there is discrepancy in the unit price quoted in words and figures, the unit price quoted in words, shall be taken as correct.
- Bank reserve the right to reject any / all the vendors in technical as well as commercial bid.
- Each activity wise rate will be mentioned in the financial bid and bidder can quote either same or more than the minimum rate mentioned in the financial bid. Bidders quoting lowest rate for aggregate of all 5 items will be considered L1 bidder. State Bank of India reserves the right to accept or reject any or all applications received in response to the RFP at any stage without assigning any reason thereof
- All technically qualified bidders who are selected for empanelment may match the lowest rate quoted by the L1 vendor without any condition or protest quoted and may give consent to render the verification service on allotment of the work at the aforesaid lowest rates for each activity quoted by L1 bidder .However in allotment of work process the preference will be given to L1 bidder and keeping in view the size of the work the remaining work will be splitted and distributed to L2,L3,L4 etc. bidder who will ready to match the price quoted by the L1 bidder.

Annexure – E:
PERFORMANCE BANK GUARANTEE

This guarantee is made on this _____ day of _____ by _____ Bank, having its Registered / Head office at _____ and among others a branch office at _____ (hereinafter called the “Bank”, which expression shall, unless repugnant to the context or meaning thereof, shall mean and include, its successors and assigns) in favour of State Bank of India, a body corporate constituted under the State Bank of India Act, 1955 having its Corporate Centre at State Bank Bhavan, Madame Cama Road, Nariman Point, Mumbai-21 and having one of its Local Head Offices at _____ and a Branch Office at _____ / through its _____ Office/ Department at _____ (hereinafter referred to as “SBI” which expression shall unless repugnant to the context or meaning thereof shall include its successors & assigns).

WHEREAS _____, incorporated under _____ Act having its registered office at _____ and principal place of business at _____ (hereinafter referred to as “Service Provider” which expression shall unless repugnant to the context or meaning thereof shall include its successor, executor & assignee) has agreed to provide the services of _____ (hereinafter “Services”) to SBI in accordance with the agreement dated _____ (Hereinafter referred as “Agreement”) executed between the SBI and the Service Provider.

WHEREAS, SBI has agreed to avail the Services from the Service Provider for a period of _____ year.

WHEREAS, in accordance with terms and conditions of the Agreement, Service Provider is required to furnish a Bank Guarantee for a sum of Rs. _____/- (Rupees _____ only) for due performance of the obligations of the Service Provider in providing the Services, in accordance with the Agreement guaranteeing payment of the said amount of Rs. _____/- (Rupees _____ only) to SBI, if Service Provider fails to fulfil its obligations as agreed in the Agreement.

WHEREAS the Bank Guarantee is required to be valid for a total period of _____ months and in the event of failure, on the part of Service Provider, to fulfil any of its commitments / obligations under the Agreement, SBI shall be entitled to invoke the Guarantee.

AND WHEREAS, the _____ Bank (Guarantor), at the request of Service Provider, agreed to issue, on behalf of Service Provider, Guarantee as above, for an amount of Rs. _____/- (Rupees _____ only).

NOW THIS GUARANTEE WITNESSETH THAT

1. (a) In consideration of SBI having agreed to entrust the Service Provider for rendering Services as mentioned in the Agreement, we the Bank hereby unconditionally and irrevocably guarantee that Service Provider shall fulfil its commitments and obligations in respect of providing the Services as mentioned in the Agreement and in the event of Service Provider failing to perform / fulfil its commitments / obligations in respect of providing Services as mentioned in the Agreement, we the _____ Bank (Guarantor) shall on demand(s), from time to time from SBI, without protest or demur or without reference to Service Provider and notwithstanding any contestation or existence of any dispute whatsoever between Service Provider and SBI, pay SBI forthwith the sums so demanded by SBI in each of the demands, subject to a cumulative maximum amount of Rs. _____/- (Rupees _____ only).

(b) Any notice / communication / demand from SBI to the effect that Service Provider has failed to fulfil its

commitments / obligations in respect of rendering the Services as mentioned in the Agreement, shall be conclusive, final & binding on the _____ Bank (Guarantor) and shall not be questioned by the _____ Bank (Guarantor) in or outside the court, tribunal, authority or arbitration as the case may be and all such demands shall be honoured by the _____ Bank (Guarantor) without any delay.

(c) We the _____ Bank (Guarantor) confirm that our obligation to the SBI, under this Guarantee shall be independent of the agreement or other understandings, whatsoever, between the SBI and Service Provider.

(d) This Guarantee shall not be revoked by us (the Guarantor) without prior consent in writing of the SBI.

2. WE _____ BANK (GUARANTOR), HEREBY FURTHER AGREE & DECLARE THAT:

(a) Any neglect or forbearance on the part of SBI to Service Provider or any indulgence of any kind shown by SBI to Service Provider or any change in the terms and conditions of the Agreement or the Services shall not, in any way, release or discharge the _____ Bank (Guarantor) from its liabilities under this Guarantee.

(b) This Guarantee herein contained shall be distinct and independent and shall be enforceable against the _____ Bank (Guarantor), notwithstanding any Guarantee or Security now or hereinafter held by SBI at its discretion.

(c) This Guarantee shall not be affected by any infirmity or absence or irregularity in the execution of this Guarantee by and / or on behalf of the _____ Bank (Guarantor) or by merger or amalgamation or any change in the Constitution or name of the _____ Bank (Guarantor).

(d) The guarantee shall not be affected by any change in the constitution of SBI or Service Provider or winding up / liquidation of Service Provider, whether voluntary or otherwise.

(e) This guarantee shall be a continuing guarantee during its validity period and the SBI can make its claim in one or more events within the total liability of the Bank mentioned herein.

(f) This Guarantee shall remain in full force and effect for a period of __ year(s) _____ month(s) from the date of the issuance i.e. up to _____. Unless a claim under this Guarantee is made against us on or before _____, all your rights under this Guarantee shall be forfeited and we shall be relieved and discharged from all liabilities there under.

(g) This Guarantee shall be governed by Indian Laws and the Courts in _____, India alone shall have the jurisdiction to try & entertain any dispute arising out of this Guarantee.

(h) Notwithstanding anything contained herein above:

i) Our overall liability under this Bank Guarantee shall not exceed Rs. _____/- (Rupees _____ only)

ii) This Bank Guarantee shall be valid up to _____

iii) The _____ Bank (Guarantor) is liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only and only if SBI serves the Bank claim or demand on or before _____.

(i) The guarantor, under its constitution, has powers to give this guarantee and Shri _____ (signatories) Official(s)/ Manager(s) of the Bank who has / have signed this guarantee has/ have powers/ authority to do so.

IN WITNESS WHEREOF the Bank has caused these presents to be signed at the place and on the date, month and year first hereinabove written through its duly authorized official.

Signed and Delivered

Annexure-F

Details of the Bidder

Sr. no.	Particulars	Details
	Name and address	
	Date of Incorporation and / or commencement of business	
	Certificate of incorporation	
	Brief description of the Bidder including details of its main line of business	
	Company website URL	
	GST No. Company registration No. and Date ESIC registration No. & Date PF registration No & Date	
	Particulars of the Authorized Signatory of the Bidder Name Designation Address Phone Number (Landline) Mobile Number Fax Number Email Address	

Signature

Seal of Company

Annexure - I

AFFIDAVIT ON A NON-JUDICIAL STAMP PAPER & DULY NOTARIZED

(To be stamped as per the Stamp Act prevalent at the place of execution)

I, _____ /partner/authorized signatory of
M/s. _____ public / private limited company, having its registered
office at.....(Full Address) do hereby solemnly affirm and declare as under:-

That our company is not blacklisted by any Bank/ State Government / Central Government / Financial institution, etc. and have not sublet / subcontracted any work allocated to us.

That our company has never been convicted or have any cases pending in the court of Law against any Bank/ State Government / Central Government / Financial institution.

That our company has never defaulted in execution of any contract / order of Bank / State Government / Central Government / Financial institution or has no suit for recovery ever filed by any govt. organization against us for violation of terms and conditions.

I / we hereby declare that our Company _____ is having unblemished past record and was not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time.

That our company has never returned back any contract/order unexecuted.

That no Bank/ customer of our company is dissatisfied with the Services provided by us and our services are found to be satisfactory by all the banks /customer.

That we shall not be sub-contracting any work under the present tender, if we are selected as the successful bidder.

(Signature of the Authorized Signatory/Proprietor/ Managing Partner/Director with Seal)

DEPONENT

Verified at on.....that the contents of Paras 1 to 8 of this affidavit are true and correct and no part of this is false and nothing material has been concealed or falsely stated therein.

(Signature of the Authorized Signatory /Proprietor/ Managing Partner/Director with Seal) DEPONENT

(Signature & Seal of Notary)

Annexure -J
NON-DISCLOSURE AGREEMENT

THIS RECIPROCAL NON-DISCLOSURE AGREEMENT (the “Agreement”) is made at between:

State Bank of India, constituted under the State Bank of India Act, 1955, having its Corporate Centre at State Bank Bhavan, Madame Cama Road, Nariman Point, Mumbai-21 and having one of its Local Head Offices at Lucknow, “LHO Building, Plot No. 53 A, GIFT CITY, Lucknow -382355 through its REHBU Department at LHO, Lucknow located at Gift City Lucknow hereinafter referred to as “**the Bank**” which expression shall unless repugnant to the context or meaning thereof shall include its successors & assigns of the ONE PART

And

_____ (Hereinafter referred to as “_____” which expression shall unless repugnant to the subject or context thereof, shall mean and include its successors and permitted assigns) of the

OTHER PART;

And Whereas

1. _____ is carrying on business of providing, has
_____ agreed _____ to
_____ for the Bank and other related tasks.

2. For purposes of advancing their business relationship, the parties would need to disclose certain valuable confidential information to each other. Therefore, in consideration of covenants and agreements contained herein for the mutual disclosure of confidential information to each other, and intending to be legally bound, the parties agree to terms and conditions as set out hereunder.

NOW IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES AS UNDER

1. **Confidential Information and Confidential Materials:**
- a. “Confidential Information” means non-public information that Disclosing Party designates as being confidential or _____ which, under the circumstances surrounding disclosure ought to be treated as confidential. “Confidential Information” includes, without limitation, information relating to installed or purchased Disclosing Party software or hardware products, the information relating to general architecture of Disclosing Party’s network, information relating to nature and content of data stored within network or in any other storage media, Disclosing Party’s business policies, practices, methodology, policy design delivery, and information received from others that Disclosing Party is obligated to treat as confidential. Confidential Information disclosed to Receiving Party by any Disclosing Party Subsidiary and/ or agents is covered by this agreement.
- b. Confidential Information shall not include any information that: (i) is or subsequently becomes publicly available without Receiving Party’s breach of any obligation owed to Disclosing party; (ii) becomes known to Receiving Party prior to Disclosing Party’s disclosure of such information to Receiving Party; (iii) became known to Receiving Party from a source other than Disclosing Party other than by the breach of an obligation of confidentiality owed to Disclosing Party; or

(iv) is independently developed by Receiving Party.

- c. "Confidential Materials" shall mean all tangible materials containing Confidential Information, including without limitation written or printed documents whether machine or user readable.

2. **Restrictions**

- a. Each party shall treat as confidential the Contract and any and all information ("confidential information") obtained from the other pursuant to the Contract and shall not divulge such information to any person (except to such party's own employees and other persons and then only to those employees and persons who need to know the same) without the other party's written consent provided that this clause shall not extend to information which was rightfully in the possession of such party prior to the commencement of the negotiations leading to the Contract, which is already public knowledge or becomes so at a future date (otherwise than as a result of a breach of this clause). Receiving Party will have executed or shall execute appropriate written agreements with its employees and consultants specifically assigned and/or otherwise, sufficient to enable it to comply with all the provisions of this Agreement.
- b. Receiving Party may disclose Confidential Information in accordance with judicial or other governmental order to the intended recipients (as detailed in this clause), provided Receiving Party shall give Disclosing Party reasonable notice prior to such disclosure and shall comply with any applicable protective order or equivalent. The intended recipients for this purpose are:
1. the Statutory Auditors of the Bank and
 2. Regulatory Authorities regulating the affairs of the Bank and inspectors and supervisory bodies thereof.
- c. The foregoing obligations as to confidentiality shall survive any termination of this Agreement.
- d. Confidential Information and Confidential Material may be disclosed, reproduced, summarized or distributed only in pursuance of Receiving Party's business relationship with Disclosing Party, and only as otherwise provided hereunder. Receiving Party agrees to segregate all such Confidential Material from the confidential material of others in order to prevent mixing.
- e. Receiving Party may not reverse engineer, decompile or disassemble any software disclosed to Receiving Party.

3. **Rights and Remedies**

- a. Receiving Party shall notify Disclosing Party immediately upon discovery of any unauthorized use or disclosure of Confidential Information and/ or Confidential Materials, or any other breach of this Agreement by Receiving Party, and will cooperate with Disclosing Party in every reasonable way to help Disclosing Party regain possession of the Confidential Information and/ or Confidential Materials and prevent its further unauthorized use.
- b. Receiving Party shall return all originals, copies, reproductions and summaries of Confidential Information or Confidential Materials at Disclosing Party's request, or at Disclosing Party's option, certify destruction of the same.
- c. Receiving Party acknowledges that monetary damages may not be the only and / or a sufficient remedy for unauthorized disclosure of Confidential Information and that disclosing party shall be entitled, without waiving any other rights or remedies (as listed below), to injunctive or equitable relief as may be deemed proper by a Court of competent jurisdiction.
- o Suspension of access privileges
 - o Change of personnel assigned to the job
 - o Financial liability for actual, consequential or incidental damages
 - d. Termination of contract
 - o Disclosing Party may visit Receiving Party's premises, with reasonable prior notice and

during normal business hours, to review Receiving Party's compliance with the term of this Agreement.

4. Miscellaneous

- a) All Confidential Information and Confidential Materials are and shall remain the property of Disclosing Party. By disclosing information to Receiving Party, Disclosing Party does not grant any expressed or implied right to Receiving Party to disclose information under the Disclosing Party patents, copyrights, trademarks, or trade secret information.
- b) An document provided under this Agreement is provided with RESTRICTED RIGHTS.
- c) Neither party grants to the other party any license, by implication or otherwise, to use the Confidential Information, other than for the limited purpose of evaluating or advancing a business relationship between the parties, or any license rights whatsoever in any patent, copyright or other intellectual property rights pertaining to the Confidential Information.
- d) The terms of Confidentiality under this Agreement shall not be construed to limit either party's right to independently develop or acquire product without use of the other party's Confidential Information. Further, either party shall be free to use for any purpose the residuals resulting from access to or work with such Confidential Information, provided that such party shall maintain the confidentiality of the Confidential Information as provided herein. The term "residuals" means information in non-tangible form, which may be retained by person who has had access to the Confidential Information, including ideas, concepts, know-how or techniques contained therein. Neither party shall have any obligation to limit or restrict the assignment of such persons or to pay royalties for any work resulting from the use of residuals. However, the foregoing shall not be deemed to grant to either party a license under the other party's copyrights or patents.
- e) This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof. It shall not be modified except by a written agreement dated subsequently to the date of this Agreement and signed by both parties. None of the provisions of this Agreement shall be deemed to have been waived by any act or acquiescence on the part of Disclosing Party, its agents, or employees, except by an instrument in writing signed by an authorized officer of Disclosing Party. No waiver of any provision of this Agreement shall constitute a waiver of any other provision(s) or of the same provision on another occasion.
- f) In case of any dispute, both the parties agree for neutral third party arbitration. Such arbitrator will be jointly selected by the two parties and he/she may be an auditor, lawyer, consultant or any other person of trust. The said proceedings shall be conducted in English language at LHO Centre and in accordance with the provisions of Indian Arbitration and Conciliation Act 1996 or any Amendments or Re-enactments thereto.
- g) Subject to the limitations set forth in this Agreement, this Agreement will inure to the benefit of and be binding upon the parties, their successors and assigns.
- h) If any provision of this Agreement shall be held by a court of competent jurisdiction to be illegal, invalid or unenforceable, the remaining provisions shall remain in full force and effect.
- i) All obligations created by this Agreement shall survive change or termination of the parties' business relationship.

5. Suggestions and Feedback

- (a) Either party from time to time may provide suggestions, comments or other feedback to the other party with respect to Confidential Information provided originally by the other party (hereinafter "feedback"). Both party agree that all Feedback is and shall be entirely voluntary and shall not in absence of separate agreement, create any confidentially obligation for the receiving party. However, the Receiving Party shall not disclose the source of any feedback without the providing party's consent. Feedback shall be clearly designated as such and, except as otherwise provided herein, each

party shall be free to disclose and use such Feedback as it sees fit, entirely without obligation of any kind to other party. The foregoing shall not, however, affect either party's obligations hereunder with respect to Confidential Information of other party.

Dated this day of 2025 at (month)(Place)

For and on behalf of _____

Name		
Designation		
Place		
Signature		
Date		

For and on behalf of _____

Name		
Designation		
Place		
Signature		
Date		

Annexure –K

Penalty Clause

1 In case of non-adherence to the timeline, penalty would be imposed as applicable:

For each day of delay beyond the prescribed TAT of 48 hours, the Verification Agency would be charged penalty at the rate of 25% of the fees payable per day of delay per case, In case of applicants of rural/semi-urban areas, the verification agency could be charged penalty at the rate of 25% of the fees payable per day of delay case beyond the TAT of 72 hours.

2. The Vendor shall strictly comply with all Labour and such other statutory Laws in relation to the services to be provided and the personnel engaged by the Vendor and he shall be solely responsible for all acts of the said personnel so enrolled and there shall and will not be any privity of contract for any purpose and to any intent between the Bank and said personnel so engaged by the Vendor. The Bank shall neither be liable nor answerable in respect of any claims or demands in respect of any matter or on any account which may be raised by the said personnel so engaged by the Vendor and it shall be the sole responsibility and liability of the Vendor to answer all such claims or demands of the said personnel so engaged, under any law for the time being in force.

3. The Vendor should process, for the entire duration of the contact, all licenses and registrations as may be required under any law and shall be responsible to register himself and obtain a valid license under Contract Labour (Regulation and Abolition) Act, 1970 and rules there under , if applicable. The Vendor shall comply with all rules and regulation in force under the said Act and rules. The Vendor shall comply with all applicable laws, rules and regulation relating to Provident Fund, Payment of Bonus, Minimum Wages, holiday/Sunday working charges or any other Statutory/Regulatory requirements. Any dispute regarding such dues shall and be dealt with and settled by the contractor.

4. General Indemnity:

a) Service provider agrees and hereby keeps the Bank indemnified against all claims, action, loss, damages, reputation loss, costs, expenses, charges, including legal expenses (Attorney, Advocate fees included) which the Bank may suffer or incur on account of any deficiency in Services rendered by the Service Provider or any acts Commission/ omission on the part of employees, agents, representatives of Service Provider. Service Provider agrees to make good the loss suffered by the Bank on first demand made by the Bank in this regard which shall be final conclusive and binding on Service Provider.

b) Service Provider further undertakes to promptly notify the Bank in writing any breach of obligation of the agreement by its employees or representatives including confidentiality obligation and such an event, the Bank will in addition to and without prejudice to any other available remedies be entitled to immediate equitable relief in a Court of competent jurisdiction to protect its interest including injunctive relief.

c) The Service Provider shall be directly and vicariously liable to indemnify the Bank in case of any misuse of data/information of the Bank by the Service Provider, deliberate or otherwise.

d) The Service Provider shall indemnify and keep fully and effectively indemnified the Bank against all costs, claims, damages, demands, expenses and liabilities of whatsoever nature arising out of or in connection with all claims of infringement of trade mark, patent, copyright, industrial design or any other intellectual property rights of any third party arising from the Services or use of software or any other product under this Agreement, subject to Bank's notification to the Service Provider in writing of any allegations of infringement of which it has notice.

Annexure -L

Pre-Bid Query Format
(To be provide strictly in Excel format)

Vendor Name	Sl. No	RFP Page No	RFP Clause No.	Existing Clause	Query/Suggestions

Annexure-M

BID FORM (TECHNICAL BID)

[On Company's letter head]
(to be included in Technical Bid Envelope)

Date: _____

To:
The Deputy General Manager
Real Estate and Housing Business Unit,
State Bank of India,
4th Floor, B wing
Local Head Office,
Moti mahal Marg, Lucknow
e-mail: dgmrehbu.lholuc@sbi.co.in
Phone: 0522-2295398,285,286

Dear Sir,

Ref: RFP No. REHBU/LUC/VA/RFP/2026-27/01 dated 05.08.2026

We have examined the above RFP, the receipt of which is hereby duly acknowledged and subsequent pre-Bid clarifications/ modifications / revisions, if any, furnished by the Bank and we offer the service of activities required for pre-sanction verification, including but not limited to Residence verification, Business Verification, Residence Phone verification, Business Phone verification, verification of income of the proposed borrowers in his application for sanction of loan as detailed in this RFP.

2. While submitting this Bid, we certify that:

- The undersigned is authorized to sign on behalf of the VENDOR and the necessary support document delegating this authority is enclosed to this letter.
- We declare that we are not in contravention of conflict-of-interest obligation mentioned in this RFP.
- Indicative prices submitted by us have been arrived at without agreement with any other Bidder of this RFP for the purpose of restricting competition.

- The indicative prices submitted by us have not been disclosed and will not be disclosed to any other Bidder responding to this RFP.
- We have not induced or attempted to induce any other Bidder to submit or not to submit a Bid for restricting competition.
- The rate quoted in the indicative *price Bids are as per the RFP* and subsequent pre-Bid clarifications/ modifications/ revisions furnished by the Bank, without any exception.

3.If our offer is accepted, we undertake to start operation within a period of one months, as specified in this document.

4.We agree to abide by all the Bid terms and conditions, contents of various Annexure of this document and the rates quoted therein for the orders awarded by the Bank up to the period prescribed in the Bid, which shall remain binding upon us.

5.Until a formal contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

6.We undertake that in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely “Prevention of Corruption Act 1988”.

7.We undertake that we will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favor, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the Bank, connected directly or indirectly with the bidding process, or to any person, organization or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the contract.

8.We undertake that we will not resort to canvassing with any official of the Bank, connected directly or indirectly with the bidding process to derive any undue advantage. We also understand that any violation in this regard, will result in disqualification of bidder from further bidding process.

9.We certify that we have not made any changes in the contents of the RFP document read with its amendments/clarifications provided by the Bank submitted by us in our Bid document.

10.It is further certified that the contents of our Bid are factually correct. We also accept that in the event of any information / data / particulars proving to be incorrect, the Bank will have the right to disqualify us from the Bid.

11.We understand that you are not bound to accept the lowest or any Bid you may receive, and you may reject all or any Bid without assigning any reason or giving any explanation whatsoever.

12.We hereby undertake that our name does not appear in any “Caution” list of RBI / IBA or any other regulatory body for outsourcing activity.

13.If our Bid is accepted, we undertake to enter into and execute at our cost, when called upon by the Bank to do so, a contract in the prescribed form and we shall be jointly and severally responsible for the due performance of the contract.

14.The name(s) of successful Bidder to whom the contract is finally awarded after the completion of bidding process shall be displayed on the website of the Bank and/or communicated to the successful Bidder(s).

15.The commercial bidding process will be finalized by the Bank based on the parameters given in the bid and Bank’s decision in this regard will be final and binding on us.

16.We hereby undertake and agree to abide by all the terms and conditions stipulated by the bank in the RFP document.

Dated this day of 2026

(Signature) (Name)

(In the capacity of)

Duly authorized to sign Bid for and on behalf of

Seal of the company.

Note: Company to provide copy of the board resolution authorizing the signatory to sign the bid document

Annexure –N

To,

The Deputy General Manager
RE HBU Department
State Bank of India,
Local Head Office,
4th Floor, LHO Building,
Moti Mahal Marg, Lucknow - 226001

***RFP: REQUEST FOR PROPOSAL FOR ENPANELMENT OF VERIFICATION AGENCY AT
VARIOUS SBI CENTRES UNDER LUCKNOW CIRCLE***

RFP Ref: REHBU/LUC/RFP/2026-27/01 dated 05.08.2026.

We enclose Earnest Money Deposit (EMD) in the form of a Demand Draft no..... issued by the Branch of the Bank, for the sum of Rs. 100000 (Rupees One lakh only) drawn in favour of State Bank of India payable at Lucknow. We also understand and agree that no interest will be paid on EMD amount at the time of refunding the same. This EMD will be treated as per terms and conditions set out in this RFP.

Thanking you,

Yours faithfully

(Authorized Signatory)

Name

Company Seal Date

Business address

Annexure- O
CERTIFICATE OF COMPLIANCE WITH RULE 144 (XI) OF GENERAL FINANCIAL RULES,
2017

(On the letterhead of the Bidder/Agency)

TO WHOMSOEVER IT MAY CONCERN

This is to certify that, I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India; I certify that this bidder is not from such a country or, if from such a country, has been registered with the Competent Authority. I hereby certify that this bidder fulfils all requirements in this regard and is eligible to be considered. The evidence of valid registration by the Competent Authority is attached herewith.

In case during the bidding process it is found that I do not fulfill the compliance with Rule 144(XI) of General Financial Rules, 2017, I understand that my bid submitted would be liable to be rejected and if agreement is executed, then my agreement would be liable to be terminated.

.....

(Signature, name and address of the Agency's executive duly authorized to sign on behalf of the Agency with date and place)

For and on behalf of

(Name and address of the Agency)

(Seal of the Agency)

Annexure –H

Glossary

BG	Bank Guarantee
LHO	Local Head Office
EMD	Earnest Money Deposit
EOI	Expression Of Interest
IPR	Intellectual Property Right
KYC	Know Your Customer
HLC/MINI HLC	Home loan centre/Mini Home loan centre
PBG	Performance Bank Guarantee
POA	Proof of Address
POI	Proof of Identity
PSB	Public sector Bank
PSU	Public Sector Undertaking
RFP	Request For Proposal
SBI	State Bank of India
SLA	Service Level Agreement
TDS	Tax Deducted at Source
SCB	Schedule Commercial Bank
TEC	Tender Evaluation Committee.

Annexure – P: List of Districts/Centres where the Service Provider shall render its servicesList of District/ /Centres

S.NO	DISTRICT/CENTRE	S.NO	DISTRICT /CENTRE
1	Amethi	36	Gonda
2	Shahjahanpur	37	Balarampur
3	Amroha	38	Rampur
4	Etawa	39	Bijnor
5	Jhansi	40	Badaun
6	Lucknow	41	Moradabad
7	Pratapgarh	42	Sambhal
8	Mahoba	43	Lakhimpur
9	Banda	44	Sitapur
10	Chitrakoot	45	Shravasti
11	Lalitpur	46	Kushi Nagar
12	Jaluan	47	Ghazipur
13	Urai	48	Chandauli
14	Auraiya	49	Mirzapur
15	Sultanpur	50	Sonbhadra
16	Ambedkar Nagar	51	Kaushambi
17	Ayodhya	52	Fatehpur
18	Jaunpur	53	Hardoi
19	Prayagraj	54	Unnao
20	Raebareli	55	Farrukhabad
21	Bareilly	56	Kanauji
22	Kanpur	57	Kanpur dehat
23	Gorakhpur	58	Pilibhit
24	Maharaj Ganj		
25	Sidharth Nagar		
26	Basti		
27	Varanasi		
28	Mau		
29	Ballia		
30	Deoria		
31	Bhadohi		
32	Azamgarh		
33	Barabanki		
34	Bahraich		
35	Sant Kabir Nagar		

(THIS FORMAT OF SLA IS NOT EXHAUSTIVE IT IS INDICATIVE ONLY MAY BE MODIFIED AT THE TIME OF EXECUTION)

Stamp duty, as applicable in State of Uttar Pradesh be paid in consultation with Law Department at LHO Lucknow located at Moti Mahal Marg Lucknow. (Rs. 300/-)

AGREEMENT

This agreement for _____ (hereinafter 'the Agreement') made on _____ day of _____.

Between

State Bank of India, constituted under the State Bank of India Act, 1955 having its Corporate Centre and Central Office at State Bank Bhavan, Madame Cama Road, Nariman Point, Mumbai-21 and having one of its Local Head Offices at _____ and a Branch Office at _____ / through its _____ Office/ Department at _____ hereinafter referred to as "**the Bank**" which expression shall unless repugnant to the context or meaning thereof shall include its successors & assigns of the First Part.

And

_____, incorporated under _____ Act having its registered office at _____ and principal place of business at _____ hereinafter referred to as "**Service Provider**" which expression shall unless repugnant to the context or meaning thereof shall include its successor, executor & permitted assigns of the Second Part.

The Bank and the Service Provider are sometimes individually referred to as a "Party" and collectively as "**Parties**" throughout this Agreement, and the words Party and Parties shall be construed accordingly.

RECITALS

WHEREAS The Bank is desirous of availing services for:

1. Conducting Residence Address Verification by visiting the applicant's residence, followed by back-check over phone.
2. Conducting Business Address Verification by visiting the applicant's place of business/ office, followed by back-check over phone.
3. Conducting Business Phone Verification by making a phone call to the applicant's place of business/office.
4. Conducting Residence Phone Verification by making phone call to the applicant's residence.
5. Conducting verification of income such as Salary Slip, Form 16, IT returns Bank Statement and KYC Verification etc.
6. Conducting Residence Address and office/business verification by visiting Seller of the Property, followed by back-check over phone.

The Service Provider has agreed to provide the services as may be required by the Bank.

NOW THEREFORE, in consideration of the mutual covenants, undertakings and conditions set forth below, and for other valid consideration the acceptability and sufficiency of which are hereby acknowledged, the Parties hereby agree as follows:

1 DEFINITIONS & INTERPRETATIONS

1.1 Capitalized Terms: The following capitalized terms, unless the context otherwise requires, shall have the meaning set forth below for all purposes of this Agreement:

1.1.1 “Agreement” means this agreement including all its Annexure, Schedules, Appendix and all amendments therein agreed by the Parties in writing.

1.1.2 “Annexure(s)” means the annexure(s) to this Agreement.

1.1.3 “Application” shall mean an application made by the proposed borrower for sanction of a loan. **1.1.4** “Application form” shall mean an application form filled by the proposed borrower for sanction of a loan submitted to SBI for processing.

1.1.5 “Clause” shall mean a clause of this Agreement.

1.1.6 “Party” SBI or the Service Provider and “Parties” shall mean both of them together.

1.1.7(A) “Proposed borrower” shall mean the applicant for the loan who is being considered for sanction of the loan by SBI on the basis of his application.

1.1.7 (B) Seller of the property shall mean who entered into agreement with the proposer borrower for selling of the property.

1.1.8 “Verification” means all/any activity carried on by the Service Provider of verifying the details of the applicant given in the application form for sanction of loan.

1.1.9 “Service” means services to be provided as per the requirements specified in the Agreement and any other incidental services and other obligations of the Service Provider covered under the Agreement.

1.1.10 “Verification Service” includes all activities required for verifications, including but not limited to Residence verification, Business verification, Residence Phone verification, Business Phone verification of the proposed borrower (and proposed seller of the property if applicable) for the purpose of verifying the details furnished by the proposed borrower in his application for sanction of loan, provide assistance in taking decision with regard to sanction of loan on the basis of report submitted by the service provider and such other/ further consequential activities to give full effect and meaning to the ambit of the services to be provided which, inter alia, shall also include such direction(s) which SBI may give from time to time over and above the scope of work defined in this Agreement.

1.2 Interpretations:

1.2.1 Reference to a person includes any individual, firm, body corporate, association (whether incorporated or not) and authority or agency (whether government, semi government or local).

1.2.2 The singular includes the plural and vice versa.

1.2.3 Reference to any gender includes each other gender.

1.2.4 The provisions of the contents table, headings, clause numbers, italics, bold print and underlining is for ease of reference only and shall not affect the interpretation of this Agreement.

1.2.5 The Schedules, Annexures and Appendices to this Agreement shall form part of this Agreement.

1.2.6 A reference to any documents or agreements (and, where applicable, any of their respective provisions) means those documents or agreements as amended, supplemented or replaced from time to time provided they are amended, supplemented or replaced in the manner envisaged in the relevant documents or agreements.

1.2.7 A reference to any statute, regulation, rule or other legislative provision includes any amendment to the statutory modification or re-enactment or, legislative provisions substituted for, and any statutory instrument issued under that statute, regulation, rule or other legislative provision.

1.2.8 Any agreement, notice, consent, approval, disclosure or communication under or pursuant to this Agreement is to be in writing.

2 COMMENCEMENT & TERM

2.1 This Agreement shall commence from its date of execution mentioned above/ deemed to have commenced from _____ (Effective Date).

2.2 This Agreement shall be in force for a period of _____ year(s), unless terminated by the Bank by notice in writing in accordance with the termination clauses of this Agreement.

2.3 The Bank shall have the right at its discretion to renew this Agreement in writing, for a further term of _____ year(s) on the same terms and conditions.

2.4 Unless terminated earlier in accordance with this Agreement, the Agreement shall come to an end on completion of the term specified in the Agreement or on expiration of the renewed term.

3 SCOPE OF SERVICES:

3.1 The scope and nature of the work which the Service Provider has to provide to the Bank (Services) is as follows:

3.1.1 Conducting Residence Address Verification by actually visiting the applicant's residence, followed by back-check over phone.

3.1.2 Conducting Business Address Verification by actually visiting the applicant's place of business/office, followed by back-check over phone.

3.1.3 Conducting Business Phone Verification by making a phone call to the applicant's place of business/office.

3.1.4 Conducting Residence Phone Verification by making phone call to the applicant's residence.

3.1.5 Conducting Residence Address and office/business verification by visiting Seller of the Property, followed by back-check over phone

3.1.6 Conducting verification of income such as Salary slip, Form 16, IT returns Bank Statement, KYC verification etc.

3.2 Service provider shall conduct the whole of the above activities within 48 hours from the time of receipt of the case from SBI and submit duly signed report on the above to SBI as per the formats attached as Annexure – Q of this agreement. For income verification of borrowers in rural/semi-urban areas, an additional 24 hours will be provided. Service provider understands that SBI shall be fully relying on the report and its findings before arriving at the decision for sanctioning/non-sanctioning loan to a particular applicant. Service Provider specifically agrees and undertakes to always submit true and correct particulars on the field verified. The said period and the format can be changed and modified by SBI at any time and Service Provider agrees to comply and use the same.

3.3 The Bank reserves its right to entrust any or more of the activities set out into 3.1.6 to the Service Provider depending on its requirement, at sole discretion.

3.4 Service Providers should click the selfie in front of the house, office/gate along with the applicant/ family member and geotag them while at the location.

3.5 Service Provider should have technical capability to submit reports online supported by geo-tagged photographs of the place visited/verified through mail and Vendor Verification Module (VVM). At any point in time, SBI Branch/CPCs should be able to check these coordinates for verifying actual visit.

3.6 Service Provider should use the Bank's SIO apps subsequent to the system development for capturing the physical visit.

4 REPRESENTATIONS AND WARRANTIES

4.1 Each of the Parties represents and warrants in relation to itself to the other that:

4.1.1 It has all requisite corporate power and authority to execute, deliver and perform its obligations under this Agreement and has been fully authorized through applicable corporate process to do so.

4.1.2 The person(s) signing this agreement on behalf of the Parties have the necessary authority and approval for execution of this document and to

4.1.3 Bind his/their respective organization for due performance as set out in this Agreement. It has all necessary statutory and regulatory permissions, approvals and permits for the running and operation of its business.

4.1.4 It has full right, title and interest in and to all software, copyrights, trade names, trademarks, service marks, logos symbols and other proprietary marks (collectively 'IPR') (including appropriate limited right of use of those owned by any of its vendors, affiliates or subcontractors) which it provides to the other Party, for use related to the services to be provided under this Agreement, and that any IPR provided by a Party does not infringe the IPR status of any third party.

4.1.5 It will provide such cooperation as the other Party reasonably requests in order to give full effect to the provisions of this Agreement.

4.1.6 The execution and performance of this Agreement by either of the Parties does not and shall not violate any provision of any of the existing Agreement with any of the party and any other third party.

4.1.7 The vendor represents that none of the promoter/ shareholders of the vendor belong to or originate from a country that had been identified as "high risk country" in the FATF Public Statement issued by the RBI.

4.2 Additional Representation and Warranties by Service Provider.

4.2.1 The Service Provider shall perform the Services and carry out its obligations under the Agreement with due diligence, efficiency and economy, in accordance with generally accepted techniques and practices used in the industry and with professional standards recognized by international professional bodies and shall observe sound management practices. It shall employ appropriate advanced technology and safe and effective equipment, machinery, material and methods.

4.2.2 The Service Provider has the requisite technical and other competence, sufficient, suitable, qualified and experienced manpower/personnel and expertise in providing the Services to the Bank.

4.2.3 The Service Provider shall duly intimate to the Bank immediately, the changes, if any in the constitution of the Service Provider.

4.2.4 The Service Provider warrants that to the best of its knowledge, as on the Effective Date of this Agreement, the services and products provided by the Service Provider to the Bank do not violate or infringe any patent, copyright, trademarks, trade secrets or other intellectual property rights of any third party.

4.2.5 The Service provider shall ensure that all persons, employees, workers and other individuals engaged by or sub-contracted by the Service Provider in rendering the Services under this Agreement have undergone proper background check, police verification and other necessary due diligence checks to examine their antecedence and ensure their suitability for such engagement. No person shall be engaged by the Service provider unless such person is found to be suitable in such verification and the Service Provider shall retain the records of such verification and shall produce the same to the Bank as when requested.

4.2.6 To ensure correctness and authenticity of the report, Service Provider also agrees and undertakes to conduct back checks for all the verification conducted by its Field Verifiers to verify the authenticity of report (conducted by Field Verifiers)/ behaviour of field verifier by making a phone call at proposed applicant's residence/business or otherwise.

4.2.7 Service Provider should also ensure strict compliance of the Code of Conduct provided by SBI from time to time. A copy of the current Code of Conduct and declaration to be provided by verification agent is attached herewith and marked as Annexure – R of this agreement. The said Code of Conduct can be changed and modified by SBI at any time and Service Provider agrees to comply with the same.

4.2.8 Service Provider also agrees to provide regular training to all its new field verifiers on how to conduct verification services, at its own cost and agree to issue its own identity cards to its Field verifiers, which each field verifier has to carry while performing verification. SBI shall approve format of the ID Card, placed as Annexure – S of this agreement. SBI also agrees to conduct detailed verification/reference checks of its Employees before recruitment.

4.2.9 Service Provider shall submit daily MIS containing number of cases received, no of cases submitted to SBI, and no of cases pending with SBI.

4.2.10 In the event, the Service Provider is unable to conduct Field verifiers of the proposed borrower on the basis of the information as specified in the communication in full or at all, the Service Provider shall

continuously follow-up and shall use its best efforts to correctly verify the details submitted by the proposed applicant in the application form. The Service Provider agrees and undertakes to at least make minimum of 2 attempts in two different days before a case (Application form) is returned by Service Provider to SBI.

4.2.11 In the event, the Service Provider is unable to conduct Telephone verification of the proposed applicant on the basis of the application as specified in the Communication in full or at all, the Service Provider shall continuously follow-up applicant in the application form. The service Provider agrees and undertakes to at least make minimum of 5 attempts in two different days before a case (Application form) is returned back by Service Provider to SBI.

4.2.12 The territory/centres in which the Service Provider shall render its services will be as per Annexure – P of this agreement.

5. RESPONSIBILITIES OF THE SERVICE PROVIDER.

While providing Verification Services under this Agreement the Service Provider agrees and undertakes that:

5.1 It shall verify the correctness of the information given by the proposed borrower/applicant in the application form, as per the directions and details given by the SBI.

5.2 It shall identify itself as a representative of SBI and shall not use any false, deceptive or misleading representation while providing verification services or conducting verification under the Agreement and shall not make any false statements and/or claims. Service Provider ensures that each and every verifier should always carry the identity Card issued by the Service Provider.

5.3 It will not falsely state personal details or imply that the proposed borrower has committed a crime in order to disgrace and/or humiliate the proposed borrower.

5.4 It shall perform Verification Services, through itself, its employees/ agents in a lawful manner and shall not engage in any unfair or misleading practices or resort to any forcible, oppressive, vindictive, unfair, illegal or criminal means and shall not engage in any conduct or practice which harasses, oppresses or abuses the borrower or any person in connection with Verification Services.

5.5 It shall not collect or attempt to collect any information/documents that it is not authorized to collect under the direction of the SBI or applicable law.

5.6 It shall not use violent or any criminal means to harm the physical person, reputation or property of the proposed borrower or any person.

5.7 To be courteous, polite to the proposed borrower and shall under no circumstances use obscene, profane or abusive language or hold out any threats and always comply with the Code of Conduct issued by SBI.

5.8 It shall not use the name of any other company or organization other than its own name or SBI's name.

5.9 To hold all information/documents as a trustee for and on behalf of SBI.

5.10 That it acknowledges that the information/documents procured from the proposed borrower shall always remain the property of SBI and shall have no right or lien over the same and/or over any documents, papers that may come in its possession. The Service Provider further undertakes to remit all/any information within 24 hours, to SBI in the form of Electronic Data and Report in case of misuse or non-remittance or wrong report. Service Provider agrees that it shall be liable both for civil and criminal action if the particulars/information/data provided by it is incorrect or partly correct.

5.11 To allow SBI or its representatives reasonable opportunity to inspect its premises, during business hours for verification of the quality of the service, infrastructure, accounting, information keeping processes, stationery and other product or terms available and being used in connection with services rendered by him. The inspection shall not be construed as the statutory internal audit of the Service Provider as may be required under any law. Further, it shall also allow SBI to make such random checks of its facilities, records, operations and procedures relating to this Agreement, as SBI considers necessary and appropriate.

5.12 To comply with all applicable laws, rules, regulations and directions issued by administrative or statutory agencies regulating or relating to the conduct of its business.

5.13 To disclose to SBI all information in his possession regarding proposed borrower and submit true and

correct report to SBI in the format as informed by SBI.

5.14 To notify SBI in writing of any change in the ownership, management, senior officers, etc. within three business days of such change.

5.15 To take reasonable steps and formulate a plan to the satisfaction of SBI which shall, inter alia, include the backup systems/sites to preserve and store all the data and documents in its possession in safe custody.

5.16 The Service Provider undertakes to keep and store all true photocopies of all Verification reports, submitted to SBI, in safe custody for an initial period of 6 months. SBI reserves its right to demand a copy of any report from the Service Provider at any point of time, for which the Service Provider agrees to provide the same within 24 hours from the date of such request.

5.17 To obtain requisite insurance policies at its own cost and expense, against any loss of data, information and/or in cases of loss on account of fraud, fire, fidelity negligence by its employees, agents, etc and furnish a true copy of the same to the SBI. The insurance policies shall be in the names of SBI and the Service Provider. However, SBI shall have the first claim on such proceeds.

5.18 To maintain highest degree of probity, discretion and business competence in its dealings.

5.19 To pay all Central, State and local taxes, if applicable, and agrees and acknowledges that SBI shall not be liable for payment of the same and nothing shall prevent SBI from deducting tax at source as required under law or regulation.

5.20 That all information provided to SBI in connection with the due diligence exercise carried out by SBI upon the Service Provider is true and correct to the best of its knowledge and belief.

5.21 To follow at all stages, proper accounting, reporting and control procedure, including keeping all financial and non-financial records accurate, up to date and complete.

5.22 In case SBI decides to initiate any legal action against the borrower (proposed applicant) at any stage, for any reason whatsoever, Service Provider shall always be duty bound to extend its full cooperation to SBI in recovery including but not limited to appearing before any court or authority, giving evidence, submission of all original records, etc. as and when required by SBI throughout the pendency of the said matter before any court or authority.

5.23 Bank has got right to conduct audits on the Service Provider whether by its internal or external auditors or by agents appointed to act on its behalf and to obtain copies of any audit or review reports and findings made on the Service Provider in confirmation with the services performed for the Bank.

5.24 Reserve Bank of India or persons authorized by it are authorized to access the Bank's documents, records of transactions and other necessary information given to store or process by the service provider within a reasonable time. In case these are not made accessible to RBI within a reasonable time, the Bank would be liable to pay supervisory fee to RBI, which will have to be compensated by service provider.

5.25 Reserve Bank of India has got a right to cause an inspection to be made of a Service Provider of a Bank and its books and account by one or more of its officers or employees or other persons.

5.26 The Service Provider is fully aware and conscious that based on the representation, undertakings, warranties and declarations made herein. SBI has agreed to enter into this Agreement with the Service Provider.

5.27 Service providers shall not call/visit to the applicant's place before 8:00 A.M. and after 7:00 P.M.

6 CONFIDENTIALITIES

6.1 For the purpose of this Agreement, Confidential Information shall mean (i) information of all kinds, whether oral, written or otherwise recorded including, without limitation, any analyses, compilations, forecasts, data, studies or other documents, regarding the past, current or future affairs, business, plans or operations of a Party to which the other Party will have access, (ii) the existence of the contemplated terms and the fact that discussions or negotiations are taking place or have taken place between the Parties concerning the contemplated terms, (iii) any and all information regarding the contemplated terms and any agreements that may be entered into in relation thereto and (iv) any customer details or other data received by a Party from the other Party or its customer(s) or otherwise shared between the Parties in connection with the Service.

6.2 In consideration of each Party providing the other Party or its' representatives with the Confidential Information, the Parties agree as follows:

6.2.1 Each Party shall keep confidential and shall not, directly or indirectly, disclose, except as provided in sub-clauses below, in any manner whatsoever, in whole or in part, the Confidential Information without the other Party's prior written consent.

6.2.2 Each Party shall hold the Confidential Information in confidence and shall exercise all reasonable diligence in ensuring that the Confidential Information is not disclosed to third parties and will refrain from using the Confidential Information for any purpose whatsoever other than for the purposes of this Agreement or for the purpose for which such information is supplied.

6.2.3 Notwithstanding the above, each Party may reveal the Confidential Information to those of its representatives, those of its' holding company and those of its subsidiaries who are involved in the negotiation or evaluation of the Project and shall procure and ensure that each of them complies with the obligation to keep the Confidential Information secret, private and confidential and strictly observes the terms of this Agreement.

6.2.4 The confidentiality obligation shall not apply to such portions of the Confidential Information (other than the Customer details/ data of the Bank) which one of the Parties can demonstrate (i) are or become generally available to the public other than as a result of any breach of this Agreement, (ii) were in its possession on a non-confidential basis prior to the date hereof or (iii) have been rightfully received from a third party after the date hereof without restriction on disclosure and without breach of this Agreement, said third party being under no obligation of confidentiality to the other Party with respect to such Confidential Information.

6.2.5 In the event that a Party becomes legally compelled pursuant to any statutory or regulatory provision, court or arbitral decision, governmental order, or stock exchange requirements to disclose any of the Confidential Information, the compelled Party, as far as possible will provide the other Party with prompt written notice. In any case, the compelled Party will furnish only that portion of the Confidential Information which is legally required and will exercise all reasonable efforts to obtain reliable assurance that confidential treatment will be accorded to the Confidential Information.

6.2.6 In the event of termination or expiry of this Agreement, each Party shall either (i) promptly destroy all copies of the written (including information in electronic form) Confidential Information in its possession or that of its representatives; or (ii) promptly deliver to the other Party at its own expense all copies of the written Confidential Information in its possession or that of its representatives, provided, however, that (i) no notes, memoranda, analyses, studies or other documents prepared by it or its advisers in connection with the Services shall be returned or destroyed, but they shall be disposed in accordance with any specific directions in this Agreement or held and kept confidential, and that (ii) each Party shall be permitted to retain one copy of the Confidential Information for the purposes of dispute resolution, compliance with regulatory agency or authority and internal compliance procedures, provided such copies being held and kept confidential.

6.2.7 By furnishing the Confidential Information, no Party makes an express or implied representation or warranty as to the accuracy or completeness of the Confidential Information that it has disclosed and each Party expressly disclaims any liability that may be based on the Confidential Information, errors therein or omissions there from, save in the case of fraud or willful default.

6.3 The Service Provider shall not, without the Bank's prior written consent, disclose the Agreement, or any provision thereof, or any specification, plan, drawing, pattern, sample or information furnished by or on behalf of the Bank in connection therewith, to any person other than a person employed by the Service Provider in the Performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far, as may be necessary to purposes of such performance.

6.4 The Service Provider shall not, without the Bank's prior written consent, make use of any document or information received from the Bank except for purposes of performing the services and obligations under this Agreement.

6.5 Any document received from the Bank shall remain the property of the Bank and subject to clause 6.2.6

shall be returned (in all copies) to the Bank on completion of the Service Provider's performance under the Agreement.

6.6 The obligations set out in this Article shall survive the term of this Agreement and continue even after the termination/ expiry of this Agreement. Confidentiality obligations of the Service Provider in respect of any customer data/details of the Bank shall be absolute, unconditional and without any time limit, irrespective of the expiry/ termination of the Agreement.

6.7 Service Provider agrees to indemnify and hereby keeps the Bank indemnified against all actions, claims, loss, damages, Costs, Charges, expenses (including Attorney / Advocate fees and legal expenses) which the Bank may suffer or incur on account of breach of confidentiality obligations as per this Agreement by Service Provider or its employees, agents, representatives, Sub-Contractors. Service Provider further agrees to make good the loss suffered by the Bank upon first demand by the Bank which shall be final, conclusive and binding on Service Provider.

7 RELATIONSHIPS BETWEEN THE PARTIES

7.1 It is specifically agreed that the Service Provider shall act as independent service provider and shall not be deemed to be the Agent of the Bank except in respect of the transactions/services which give rise to Principal - Agent relationship by express agreement between the Parties.

7.2 Neither the Service Provider nor its employees, agents, representatives, SubContractors shall hold out or represent as agents of the Bank.

7.3 None of the employees, representatives or agents of Service Provider shall be entitled to claim permanent absorption or any other claim or benefit against the Bank.

7.4 This Agreement shall not be construed as joint venture. Each Party shall be responsible for all its obligations towards its respective employees. No employee of any of the two Parties shall claim to be employee of other Party.

7.5 All the obligations towards the employees of a Party including that on account of personal accidents occurred while working in the premises of the other Party shall be with the respective employer and not on the Party in whose premises the accident occurred.

7.6 For redressal of complaints of sexual harassment at workplace, parties agree to comply with the policy framed by the Bank (including any amendment thereto) in pursuant to the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 including any amendment thereto.

8 SUB-CONTRACTING

8.1 No sub-contracting of any part of the Services by the Service Provider shall be allowed other than those specifically mentioned in this Agreement or agreed by the Bank in writing.

8.2 The Service Provider agrees to obtain prior approval/consent of the Bank of the use of subcontractors by the Service Provider for any part of the Services.

8.3 Before engaging Sub-Contractor, the Service Provider shall carry out due diligence process on sub-contracting/ sub-contractor to the satisfaction of the Bank and Bank should have access to such records.

8.4 In the event of sub-contracting the Service Provider shall ensure that suitable documents including confidentiality agreement are obtained from the sub-contractor and the Service Provider shall ensure that the secrecy and faith of Bank's data / processes is maintained

8.5 Notwithstanding approval of the Bank for sub-contracting, the Service Provider shall remain liable to the Bank for all acts/omissions of sub-contractors.

8.6 In respect of that part of the services where chain outsourcing and sub-contractors are permitted by the Bank, the sub-contractor should have same level of obligations as that of the Service Provider and the Service Provider agrees to obtain suitable documents in this regard from the sub-contractor.

8.7 In case of Sub-Contracting, the Service Provider (principal contractor) shall take the responsibility of the adoption of Integrity Pact by the Sub-contractor.

8.8 In case of Sub-Contracting (if allowed by the Bank), the Service Provider shall provide the complete details

of Services sub-contracted by it including the details of sub-contractor(s) and/ or its agent to the Bank as and when requested.

8.9 In case of Sub- Contracting, the Service Provider shall provide copy of the Subcontractor agreement, KYC, PAN No., Due Diligence Report, Employee Data, BO Details of the sub-contractor etc. immediately for Bank's record.

8.10 Period of SLA with sub-contractor should be within the contract period with the original Service Provider.

9 PERFORMANCE GUARANTEE & PENALTY

9.1 The Service Provider has to furnish a performance guarantee for an amount of Rs. 10 lac valid for a period ____ 1 ____ Year(s) ____ 0 ____ month(s) from a Scheduled Commercial Bank other than State Bank of India in a format provided/ approved by the Bank.

The Bank Guarantee is required to protect the interest of the Bank against the risk of non-performance of the Service Provider in respect of successful implementation of the project and/or failing to perform / fulfil its commitments / obligations in respect of providing Services as mentioned in this Agreement; or breach of any terms and conditions of the Agreement, which may warrant the invoking of Bank Guarantee.

The format for obtaining Bank Guarantee is placed as Annexure – E

9.2 Performance of the obligations under the Agreement shall be made by the Service Provider in accordance with the prescribed time schedule of 48 hours from the time of receipt of communication from the Bank.

9.3 Subject to Clause 15 of this agreement, any unexcused delay by the Service Provider in the performance of its Contract obligations shall render the Service Provider liable to Termination of the Contract for default.

9.4 If at any time during performance of the Contract, the Service Provider should encounter unexpected conditions impeding timely completion of the Services under the Agreement and performance of the services, the Service Provider shall promptly notify the Bank in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable, after receipt of the Service Provider's notice, the Bank shall evaluate the situation and may at its discretion extend the Service Provider's time for performance, in which case the extension shall be ratified by the Parties by amendment of the Agreement.

9.5 The Service Provider shall be liable to pay penalty at the rate mentioned below in respect of any delay beyond the permitted period in providing the Services.

9.5.1 The rate of penalty is 25% of the fees payable, per day of delay beyond the prescribed Turn Around Time (TAT) of 48 hours, per case.

9.6 Limitation Clause: In case of deficiency in services as defined in Service Level Agreement (SLA) by the Service Provider or by his authorized agent which causes Reputational Loss, Financial Loss etc. to the Bank a penalty may be imposed on the Service Provider, as decided by the Bank limiting to _____ @ times to the remuneration / fees payable and/or termination of services followed by intimation to professional licencing authority and to IBA as well

@ Please provide the number of times of penalty to be imposed as directed by OVC, if any

10 FORCE MAJEURE

10.1 Notwithstanding anything else contained in the Agreement, neither Party shall be liable for any delay in performing its obligations herein if and to the extent that such delay is the result of an event of Force Majeure.

10.2 For the purposes of this clause, 'Force Majeure' means and includes wars, insurrections, revolution, civil disturbance, riots, terrorist acts, public strikes, hartal, bundh, fires, floods, epidemic, quarantine restrictions, freight embargoes, declared general strikes in relevant industries, vis Major Act of Government in their sovereign capacity, impeding reasonable performance of the Contractor and / or Sub-Contractor but does not include any foreseeable events, commercial considerations or those involving fault or negligence on the part of the party claiming Force Majeure.

10.3 If a Force Majeure situation arises, the Service Provider shall promptly notify the Bank in writing of such conditions, the cause thereof and the likely duration of the delay. Unless otherwise directed by the Bank in writing, the Service Provider shall continue to perform its obligations under the Agreement as far as reasonably

practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

10.4 If the event of Force Majeure continues for a period more than 30 days, the Bank shall be entitled to terminate this Agreement at any time thereafter. Neither party shall have any penal liability to the other in respect of the termination of this Contract as a result of an Event of Force Majeure. However Service Provider shall be entitled to receive payments for all services actually rendered up to the date of the termination of this Agreement.

11 COMPLIANCES WITH LAWS.

11.1 Service Provider hereby agrees and declares that it shall be the sole responsibility of Service Provider to comply with the provisions of all the applicable laws, concerning or in relation to rendering of Services by Service Provider as envisaged under this agreement.

11.2 Service Provider shall procure and maintain all necessary licenses permissions, approvals from the relevant authorities under the applicable laws throughout the currency of this Agreement.

11.3 Service Provider shall be solely liable & responsible for compliance of applicable Labour Laws in respect of its employees, agents, representatives and sub-Contractors and in particular Laws relating to terminal benefits such as Pension, Gratuity, Provident Fund, Bonus or other benefits to which they may be entitled and the Laws relating to Contract Labour, Minimum Wages, etc., and the Bank shall have no liability in these regards. Further, the Service Provider would indemnify/make good for the losses to the Bank for non-compliance or any claims against the Bank arising out of any non-compliance as above.

11.4 Service Provider confirms that it has full authority to enter into this Agreement and render the Services as envisaged under this Agreement and all Corporate or other necessary approvals have been obtained for entering into this Agreement with the Bank. Further, the persons executing this Agreement on behalf of the Service Provider have full authority and power to execute this Agreement and bind Service Provider.

12 RIGHT TO AUDIT

12.1 It is agreed by and between the Parties that the Bank shall have the right to audit the Equipment and Services anytime during the term of this Agreement. All costs for such audit shall be borne by the Bank and whenever certification is required by external empanelled auditors appointed by the Bank, cost of certification will be borne by the Vendor (Service Provider).

12.2 The bank shall have the right to conduct audits on the Service Provider whether by its internal or external auditors, or by agents appointed to act on its behalf and to obtain copies of any audit or review reports and findings made on the service provider in conjunction with the services performed for the Bank.

12.3 The Bank shall have the right to direct the Service Provider to get themselves audited by external empanelled auditors appointed by the Bank annually or as decided by the Bank, covering the risk parameters finalized by the Bank and the vendors are required to submit such certification by the Auditors to the Bank. The Bank can make its expert assessment on the efficiency and effectiveness of the security control, risk management, governance system and process created by the Service Provider. The Service Provider shall, whenever required by the Bank's empanelled Auditors, furnish all relevant information, records/data to them. Where any deficiency has been observed during audit of the Service Provider on the risk parameters finalized by the Bank or in the certification submitted by the empanelled Auditors, the Service Provider shall correct/resolve the same at the earliest and shall provide all necessary documents related to resolution thereof and the empanelled auditor shall further certify in respect of resolution of the deficiencies. The resolution provided by the Service Provider shall require to be certified by the empanelled Auditors covering the respective risk parameters against which such deficiencies have been observed.

12.4 It is agreed that the Bank shall have the access to all books, records and information relevant to the Services available with the Service Provider.

12.5 The Parties agree that the Bank shall have the right, but without any obligation to monitor and assess the Services to enable the Bank to take necessary corrective measures, provided any such monitoring shall not

amount to supervision of any of the jobs of the Service Provider or the employees of the Service Provider

12.6 The Bank should have right to conduct surprise check of the Service Provider's activities in respect of the Services.

12.7 The Service Provider agrees that the Bank shall have the right to disclose the details of this Agreement, and the details of Services covered herein to the Reserve Bank of India and Indian Banks Association.

12.8 The Service Provider agrees to allow the Reserve Bank of India or persons authorized by it to access the documents, records of transactions, and other necessary information stored or processed by the service provider in respect of this Agreement or the Services.

12.9 The Service Provider agrees to preserve the documents and data in respect of the Services for such period in accordance with the legal/regulatory obligation of the Bank in this regard.

12.10 The Service Provider agrees that the Complaints/feedback, if any received from the customers of the Bank in respect of the Services by Service Providers shall be recorded and Bank/Reserve Bank of India shall have access to such records and redressal of customer complaints by the Service Provider.

13 FEES, TAXES DUTIES & PAYMENTS

13.1 Service Provider shall be paid fees and charges in the manner detailed in hereunder written subject to deduction of income tax thereon wherever required under the provisions of the Income Tax Act by the Bank.

13.1.1 Residence Field Verification cost – Rs. _____ per case

13.1.2 Business Field Verification cost – Rs. _____ per case

13.1.3 Residence Telephone Verification Cost – Rs. _____ per case

13.1.4 Business Telephone Verification cost – Rs. _____ per case

13.1.5 Income Verification – Rs. _____ per case

13.2 All other taxes including service tax, duties and other charges which may levied shall be borne by the Service Provider and the Bank shall not be liable for the same.

13.3 All expenses, stamp duty and other charges/ expenses in connection with execution of this Agreement shall be borne by Service Provider.

13.4 The Bank may withhold payment of any product/services that it disputes in good faith and may set-off penalty amount or any other amount which Service provider owes to the Bank against amount payable to Service provider under this Agreement.

13.5 Monthly bills will be raised for the services/work done in the previous month as per the schedule above.

13.6 The payment will be made by Banker's Cheque/Demand Draft/Credit to SBI Account.

13.7 The Service Provider agrees to attach relevant documents if specifically required by SBI. In case SBI requires any document and the Service Provider fails to give/forward such document or documents then SBI will not consider the same for payments unless the specified documents are attached with Bill.

13.8 The Fee stated above may change during the term of the Agreement based on the review by SBI.

13.9 The company agrees and undertakes to submit copies of all the documents evidencing payment of all statutory dues and payments.

14 GENERAL INDEMNITY

14.1 Service Provider agrees and hereby keeps the Bank indemnified against all claims, actions, loss, damages, reputation loss, costs, expenses, charges, including legal expenses (Attorney, Advocates fees included) which the Bank may suffer or incur on account of any deficiency in Services rendered by Service Provider or any acts of Commission / omission on the part of employees, agents, representatives or Sub-Contractors of Service Provider. Service Provider agrees to make good the loss suffered by the Bank on first demand made by the Bank in this regard which shall be final conclusive and binding on Service Provider. The Service Provider shall also obtain a Comprehensive Insurance Policy to cover all losses, cost, expenses or claims which the Bank may be exposed to due to the deficiency in services provided by the Service Provider or due to any fraud, negligence, misconduct of the Service Provider or any acts of commission / omission on the part of his officers, employees, agents, representatives or Subcontractor of the Service Provider. The Insurance obtained shall cover all direct

losses and also indirect losses such as Reputational Loss, Financial Loss, Operational Loss etc.

14.2 Service Provider further undertakes to promptly notify the bank in writing any breach of obligation of the agreement by its employees or representatives including confidentiality obligation and in such an event, the Bank will in addition to and without prejudice to any other available remedies be entitled to immediate equitable relief in a Court of competent jurisdiction to protect its interest including injunctive relief.

14.3 The Service Provider shall be directly and vicariously liable to indemnify the Bank in case of any misuse of data/information of the Bank by the Service Provider, deliberate or otherwise.

14.4 The Service Provider shall indemnify and keep fully and effectively indemnified the Bank against all costs, claims, damages, demands, expenses and liabilities of whatsoever nature arising out of or in connection with all claims of infringement of trade mark, patent, copyright, industrial design or any other intellectual property rights of any third party arising from the Services or use of software or any other product under this Agreement, subject to the following condition(s):

14.4.1 The Bank shall promptly notify the Service Provider in writing of any allegations of infringement of which it has notice;

14.4.2 The Bank shall not make any admission of claims causing prejudice to the defense of the Service Provider against such claims without the Service Provider's prior written consent.

15 TERMINATION

15.1 The Bank may, without prejudice to any other remedy for breach of contract, written notice of not less than thirty days sent to the Service Provider, terminate the Agreement in whole or in part:

(a) if the Service Provider fails to deliver any or all the obligations within the time period specified in the Agreement, or any extension thereof granted by the Bank;

(b) if the Service Provider fails to perform any other obligation(s) under the Agreement;

(c) for any reasons which the Bank, at its sole discretion consider a fit and proper ground for termination of the Agreement;

(d) on the happening of any termination event mentioned herein above in this Agreement;

(e) for convenience; or

(f) in the interest of the Bank.

15.2 The Bank shall have a right to terminate the Agreement immediately by giving a notice in writing to Service Provider in the following eventualities:

15.2.1 If any Receiver/Liquidator is appointed in connection with the business of the Service Provider or Service Provider transfers substantial assets in favour of its creditors or any orders / directions are issued by any Authority / Regulator which has the effect of suspension of the business of Service Provider.

15.2.2 If Service Provider applies to the Court or passes a resolution for voluntary winding up of Service Provider or any other creditor / person files a petition for winding up or dissolution of Service Provider.

15.2.3 If Service Provider, in reasonable opinion of the Bank is unable to pay its debts or discharge its liabilities in normal course of business.

15.2.4 If Service Provider is unable to render the services up to the mark as envisaged under this agreement upon a reasonable assessment of the circumstances by the Bank which affect rendering of the services by Service Provider as envisaged under this agreement.

15.2.5 If any acts of commission or omission on the part of Service Provider or its agents, employees, sub-contractors or representatives, in the reasonable opinion of the Bank tantamount to fraud or prejudicial to the interest of the Bank or its customers.

15.2.6 If Service Provider is owned/ controlled wholly/ partly by any other bank operating in India

15.2.7 If any officer/ employee/ director of Service Provider or their relatives as defined in section 2 (71) of the Companies Act, 2013 becomes a director of the Bank.

15.3 In the event of the termination of the Agreement, Service Provider shall be liable and responsible to return to the Bank all records, documents, data and information including Confidential Information pertains to or

relating to the Bank in its possession.

15.4 In the event of termination of the Agreement for any reason, Bank shall have the right to give suitable publicity to the same including advising the Indian Bank's Association & publishing in one National & Vernacular News Paper each as well, if so required.

15.5 In the event of termination of the Agreement or on the expiry of the term/ renewed term of this Agreement, the Service Provider shall render all reasonable assistance and help to the Bank and any new contractor engaged by the Bank for the smooth switch over and continuity of the Services or if so required by the Bank take all necessary steps to bring the Services to a close in a prompt and orderly manner.

15.6 Upon termination or expiration of this Agreement, all rights and obligations of the Parties hereunder shall cease, except:

(a) such rights and obligations as may have accrued on the date of termination or expiration.

(b) the obligation of confidentiality; and

(c) any right which a Party may have under the Application Law.

15.7 In the event of continuation of the contract even after the expiration of the agreement then Service Provider agrees and undertakes that the term of the agreement under the contract is continued and would be binding on them.

16 CONTINGENCY PLANS & CONTINUITY ARRANGEMENTS.

16.1 The Service Provider shall arrange and ensure proper contingency plans to meet any unexpected obstruction to the Service Provider or any employees or sub-contractors of the Service Provider in rendering the Services or any part of the same under this Agreement to the Bank.

16.2 The Service Provider agrees for the following continuity arrangements to ensure the business continuity of the Bank.

16.2.1 In the event of this Agreement comes to end on account of termination or by the expiry of the term/ renewed term of the Agreement or otherwise, the Service Provider shall render all reasonable assistance and help to the Bank and to any new contractor engaged by the Bank, for the smooth switch over and continuity of the Services.

16.2.2 In the event of failure of the Service Provider to render the Service, with out prejudice to any other right the Bank shall have as per this Agreement, the Bank at its sole discretion may make alternative arrangements for getting the Services from any other source. And if the Bank gives a prior notice to the Service Provider before availing such service from any other alternative source, the Service Provider shall liable to reimburse the expenses, if any incurred by the Bank in availing such services from the alternative source.

17. BUSINESS CONTINUITY AND OPERATIONAL RESILIENCE (BC&OR)

17.1 Service provider shall maintain readiness and preparedness for business continuity on an ongoing basis.

17.2 Service provider shall develop and establish a robust framework for documenting, maintaining and testing business continuity annually and recovery procedures.

17.3 Service Provider shall undertake and test the Business Continuity and Disaster Recovery Plan at annual intervals, ensure occasional joint testing and recovery exercise with the link office as decided by the Bank.

18. DISPUTE RESOLUTION

18.1 All disputes or differences whatsoever arising between the parties out of or in connection with this Agreement (including dispute concerning interpretation) or in discharge of any obligation arising out of the Agreement (whether during the progress of work or after completion of such work and whether before or after the termination of the Contract, abandonment, or breach of the Contract), shall be settled amicably. If, however, the parties are not able to solve them amicably within 30 (thirty) days after dispute occurs as evidenced through the first written communication from any Party notifying the other regarding the disputes, the same shall be referred to and be subject to the exclusive jurisdiction of competent courts of _____ only.

18.2 Service Provider shall continue to work under the Agreement during the dispute resolution unless otherwise directed by the Bank or unless the matter is such that the work cannot possibly be continued until

the decision of the competent court is obtained.

19 GOVERNING LAW & JURISDICTION

19.1 The Agreement shall be governed and construed in accordance with the Laws of Republic of India.

19.2 The Parties agree to submit to the exclusive jurisdiction of the appropriate court in _____ in connection with any dispute between the Parties under the Agreement.

20 ENTIRE AGREEMENTS

20.1 This Agreement constitutes the entire agreement between the Parties with respect to the subject matter hereof and supersedes all prior written agreements, undertakings, understandings and negotiations, both written and oral, between the Parties with respect to the subject matter of the Agreement, except which are expressly annexed or attached to this Agreement and saved by this Agreement. No representation, inducement, promise, understanding, condition or warranty not set forth herein has been made or relied upon by any Party hereto.

20.2 This Agreement comprises this Agreement and the following Annexure which shall be integral part of this Agreement, and the Parties shall be bound by the terms and conditions contained therein:

20.2.1 Annexure – Q: Formats to be used for conducting the verification, Job.

20.2.2 Annexure – R: Verifier Code of Conduct and declaration by Agent.

20.2.3 Annexure – S: Format of the ID Card to be used by the verifier.

20.2.4 Annexure – P: List of Territories/Centres where the Service Provider shall render its services.

20.2.5 Annexure – T: Format for obtaining Bank Guarantee.

21 SEVERABILITY

21.1 If any part or any provision of this Agreement is or becomes illegal, invalid or unenforceable, that part or provision shall be ineffective to the extent of such invalidity or unenforceability only, without in any way affecting the validity or enforceability of the remaining parts of said provision or the remaining provisions of this Agreement. The Parties hereby agree to attempt to substitute any invalid or unenforceable provision with a valid or enforceable provision, which achieves to the greatest extent possible the economic, legal and commercial objectives of the invalid or unenforceable provision.

22 NOTICES

22.1 Any notice, invoice, approval, advice, report or any other communication required to be given under this Agreement shall be in writing and may be given by delivering the same by hand or sending the same by prepaid registered mail, postage prepaid or facsimile to the relevant address set forth below or such other address as each Party may notify in writing to the other Party from time to time. Any such notice given as aforesaid shall be deemed to be served or received at the time upon delivery (if delivered by hand) or upon actual receipt (if given by postage prepaid or facsimile).

22.2 A notice shall be effective when it is delivered or on the effective date of the notice, whichever is later.

22.3 Address for communication to the Parties are as under:

22.3.1

To the Bank

22.3.2

To Service Provider

In case there is any change in the address of any one of the parties, It shall be promptly communicated in writing to the other party.

23 MISCELLANEOUS

23.1 Any provision of this Agreement may be amended or waived, if, and only if such amendment or waiver is in writing and signed, in the case of an amendment by each party, or in this case of a waiver, by the Party against whom the waiver is to be effective.

23.2 No failure or delay by any Party in exercising any right, power or privilege hereunder shall operate as a waiver thereof nor shall any single or partial exercise of any other right, power or privilege. The rights and remedies herein provided shall be cumulative and not exclusive of any rights or remedies provided by law.

23.3 Neither this Agreement nor any provision hereof is intended to confer upon any person/s other than the Parties to this Agreement any rights or remedies hereunder.

23.4 The Service Provider shall execute and deliver such additional documents and perform such additional actions, as may be necessary, appropriate or reasonably requested to carry out or evidence the transactions contemplated hereby.

23.5 In case of any change in applicable laws that has an effect on the terms of this Agreement, the Parties agree that the Agreement may be reviewed, and if deemed necessary by the Parties, make necessary amendments to the Agreement by mutual agreement in good faith.

23.6 If this Agreement is signed in counterparts, each counterpart shall be deemed to be an original.

23.7 The Service Provider shall not assign or transfer all or any of its rights, benefits or obligations under this Agreement without the approval of the Bank. The Bank may, at any time, assign or transfer all or any of its rights, benefits and obligations under this Agreement.

23.8 All plans, drawings, specifications, designs, reports and other documents prepared by the Service Provider in the execution of the Agreement shall become and remain the property of the Bank, and before termination or expiration of this Agreement the Service Provider shall deliver all such documents, prepared under this Agreement along with a detailed inventory thereof, to the Bank.

23.9 The Service Provider agrees that they shall not use the logo, trademark, copy rights or other proprietary rights of the Bank in any advertisement or publicity materials or any other written communication with any other party, without the prior written consent of the Bank.

23.10 Review of outsourced activity will be carried out by the Bank at half yearly intervals and in case of any deviations regarding delivery of services will be dealt with according to the provisions as mentioned elsewhere in this SLA.

23.11 Identification of the employee of vendor(s) to access the Bank's activity / process outsourced within the Bank will be ensured by way of biometric authentication which could even include Aadhar authentication.

23.12 The vendor further undertakes that during the term of the agreement including any renewal thereof, none of the promoters/ shareholders of the vendor shall belong to the country that is identified as high-risk country by RBI.

23.13 Rotation of duties of employees engaged by the outsourced agency will be ensured in line with Bank's rotation policy.

23.14 Accounts of the employees engaged by outsourced agency will be scrutinised at par with Bank's staff accounts.

23.15 All the employees of Third-Party Service Providers shall wear distinct uniform and ID Card of the respective organisation, while on duty.

23.16 The Service Providers also agree to comply with the obligation arising out of the Digital Personal Data Protection Act, 2023, as and when made effective. Any processing of Personal Data by the Service Providers in

the performance of this Agreement shall be in compliance with the above Act thereafter. The Service Provider shall also procure that any sub-contractor engaged by it shall act in compliance with the above Act, to the extent applicable. The Service Provider understands and agrees that this agreement may have to be modified in time bound manner to ensure that provision contained herein are in compliance with the above Act.

23.17 The Service Providers also agrees for background checking/ integrity verification of all the existing/ new employees of the outsourcing entity dealing with the Bank should be obtained with the assistance of Local Police along with other due diligence measures of the Service Provider. The process should be continuous and the responsibility for the same rests with the Service Provider. The Service Provider also agrees to inform the Bank in advance when there is a change in people deployed and/or new set of people are deployed.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives as of the date and day first mentioned above.

State Bank of India

By:

Name:

Designation:

Date:

Service Provider

By:

Name:

Designation:

Date:

WITNESS:

1.

2.

1.

2.

24.ANNEXURE, SCHEDULE, ETC. (Please provide the Annexure, Schedules, etc.)

Annexure-Q	Name of Verification Agency:		
Label which consists of App. No. Name of applicant & Address plus Phone		Employment (Salaried)/ Business (Self- Employed) verification Report	

Address Confirmed ☐ Yes ☐ No

Office/ Business Address

Type of Proof ☐ Visiting Card ☐ Letter Head | ☐ Bill Copy

Address Confirmed by ☐ Self ☐ Colleagues ☐ Receptionist ☐ Guard

The following information should be obtained if the applicant/ colleagues are contacted in the office

Name of Employer/Co Person Met

Address of Employer/Co

Website of Employer/Co (if available) E-mail address of Employer/Co (if available)

Telephone No. Office Ext Residence

Mobile No.

Co. Board Outside ☐ Yes ☐ No
Bldg/Office

Type of Employer/Co ☐ Pub Ltd. ☐ Pvt. Ltd. ☐ Proprietorship ☐ Partnership ☐ Others

Nature of Business ☐ Manufacturing ☐ Trading ☐ Services ☐ Others

Line of Business (for self-employed) Year of establishment

Level of Business activity (for self-employed) ☐ Normal ☐ Average ☐ Low

No. of employees No. of Branches/Office

Type of Locality ☐ Commercial ☐ Residential ☐ Project/Security Area

Area Nearest Landmark

Ease of Locating ☐ Easy ☐ Difficult ☐ Untraceable

Terms of employment (for employees) ☐ Full time ☐ Part time ☐ Temporary ☐ Contract

Grade (Employees) ☐ Executive ☐ Supervisory ☐ Clerical ☐ Subordinate

Years of current employment

If the applicant is not giving information, the following information needs to be obtained from the Colleague / Guard/Neighbor

Applicant (Approx) Age Name of Employer/Co

Co/Established in (year) Designation

Telephone No. Office Ext.

Type of Co/Employer ☐ Pub Ltd. ☐ Pvt. Ltd. ☐ Proprietorship ☐ Partnership ☐ Others

Nature of Co/Employer ☐ Manufacturing ☐ Trading ☐ Services ☐ Others

No. of Employees No. of Branches

Area Nearest Landmark

Geotagging of the Place

The following information to be filled if the address is not confirmed

Reason for address not confirmed

☐ Untraceable

☐ Mismatches

Untraceable Reason

Type of Office Locality

☐

Commercial

☐

Residential

☐

Residential cum Office Area

Result of Calling

Mismatches

To Whom Does the Address Belong To

The following is based on verifier Observations

Verifier Name

Verification conducted at

☐

Applicant's Address

☐

Others

Address Confirmed

☐

Yes

☐

No

Date of Visit

First Attempt

Date

Time

Second Attempt

Date

Time

Third Attempt

Date

Time

Verifier Remarks

If it's an RCB Case

☐

Yes

☐

No

Third Party Confirmation

Ownership

☐

Rented

☐

Owned

☐

Others

NOB: _____

Updation

Address

Phone Nos

Employment Details

Proprietor Recommendation

☐

Positive

☐

Negative

☐

Defaulter

☐

-ve comp

Decline Code		Supervisor Remarks
Verification Score		
		Authorized Signatory
		<u>Name of Verification Agency:</u>
Label which consists of App. No. Name of applicant & Address plus Phone	Residence Verification Format	
Address Confirmed ☐ Yes ☐ No		
Address Confirmed by ☐ Self ☐ Family Member ☐ Guard ☐ Neighbour		
<u>The following information needs to be obtained if, the applicant or his family members are contacted</u>		
Applicant Name		DOB
		Person met
		Relationship
No of residents in house	☐	Years at current Residence
	☐	No of earning Family members
Residence Status	☐ Owned	☐ Rented
	☐ Coprovided	☐ PG
	☐ Parents	☐ Relatives
	☐ BaAc	
Name of Employer		Employer Address
Telephone Residence	Number	Office
Approx Rent		Approx Value (If owned)
Designation		Bank Name
		Branch
Permanent Address/Phone		
Vehicles	☐ Four-Wheeler	☐ Two-Wheeler
	☐ Others	Make and Type
<u>Verifier Observation</u>		
Location	☐ Easy	☐ Difficult
	☐ Untraceable	
Locality	☐ Posh	☐ Upper
	☐ Middle	☐ Lower
Accommodation Type	☐ Bungalow	☐ Flat
	☐ Hutment	☐ High Area
	Income	☐ L
	☐ Chawl	☐ U Ch

Area ☐ Standard ☐ Upper ☐ U Middle ☐ Middle ☐ L Mid ☐ Lower

Nearest Landmark

If the house is located, the following information needs to be obtained from the Neighbour/ Third Party

Applicant Name Person Met Relationship

Applicants Age (Approx)	
No. of residents in House	
Years Lived at this Residence	
Occupation	

Geotagging of the Place

If the address is not confirmed, then the following information needs to be filled

Reason for address not confirmed ☐ Untraceable ☐ Mismatch in residence address |

Untraceable

Reason

Locality

☐

Posh

☐

Upper

☐

Middle

☐

Lower

Result of Calling

Mismatch in residence Address

Is the applicant known to the person

☐

Yes

☐

No

To whom does the address belong?

The following is based on Verified Observations

Verifier Name

Verification Conducted at

☐

Applicant's Address

☐

Others

Proof attached

☐

Yes

☐

No

Type of Proof

☐

ID Card

☐

Voter
Card

☐

D. License

☐

Passport

☐

R Card

☐

Utility Bills

☐

Date of Visit

First Attempt

Date

Time

Second Attempt

Date

Time

Third Attempt

Date

Time

Verifier Remarks

Third party Confirmation

Standard of Living

☐

Upper

☐

U Middle

☐

Middle

☐

L

☐

Lower

Middle

Exterior

Updation

Address

Phone Nos

Employment Details

Proprietor Recommendation

☐

Positive

☐

Negative

☐

Defaulter

☐

-ve comp

Decline Code

Verification Score

Supervisor Remarks

Authorized Signatory

Name of Verification Agency

TELEPHONE CUSTOMER CONTACT FORMAT

Application/Reference	Number
:.....	
Name of Applicant:.....	
Type of verification:.....	
Type of verification	☐ Business Phone ☐ Residence Phone
Address of Applicant:.....	
Contact telephone No.:.....	
Special Instructions:.....	

The following is based on Information received from the applicant:

Person Spoken to:.....			
Relationship with applicant:.....			
Employee's	Name	and	Address
:.....			
:.....			
Designation	of	the	Applicant
:.....			
Nature	of	Business	of
Company:.....			
No.	of	year	at present
employment:.....			
Residence address:.....			
:.....			
Applicant's	Date	of	Birth/Approx.
Age:.....			

The following is based on verifier's inputs

Name of applicant confirmed at given	☐ Yes	☐ No
Mismatch in :Employer name / Residence address / Office Address		

Remarks:.....
....

Proprietor recommendation: ☐ Positive ☐ Negative

Verifier Name:..... Authorized Signatory:.....

Telecalling Log

Date of calling					
Attempt	1 st	2 nd	3 rd	4 th	5 th
Outcome*					

Outcome* - Contacted/PE-Perpetually engaged/NR-No Reconse/ AM-Answering machine

Please visit us at _____

Name of Verification Agency

Verification Agent Back calling Report

Reference No:

Customer Name:

Good Morning / Afternoon / Evening Sir / Madam

I am calling from _____

This is with reference to your application for _____

I understand that our verification agent has visited you at your office/ residence on
____/____/____ Can you spare a few minutes to give us feedback on the agent?

DD/MM/YYYY

		Good	Unacceptable
1	How did you find his appearance?		
2	How did you find his		
3	How did you find his		
		Yes	No
4	Was he carrying his Id Card/Visiting Card?		
5	Did he introduce himself properly?		
6	Did he ask for the proof of visiting you?		
7	Was he filling up the form in front of you?		
8	Was he asking any personal/unwanted questions?		
9	What was the approximate time taken for the visit?		
10	Do you have any comments on the visit?		
11	Do you have any recommendation to make on the process?		

Please Elaborate

1. _____

2. _____

3. _____

Thanking you for time. We do appreciate your feedback.

Have a nice day/evening

Verified by:Date:Signature:

Annexure – R: Format of the ID Card

Front side Identity Card

M/s _____ Ph: _____	
Address _____	

Name: _____	
Address: _____	

Date of Issue _____	
Date of Expiry _____	
For _____	
Manager	

Reverse Side of the Identity Card

TO WHOMSOEVER IT MAY CONCERN
 We hereby authorize M/s _____ having Their office at _____ to Represent the Bank for conducting verification check for _____.
 This represents only the identity of the person.
 If this is lost this needs to be returned to above address. For SBI
 Authorised Signatory

Annexure – S: Verifier Code of Conduct & Declaration by Agent

Do's

- Be neatly dressed and well groomed.
- Identity and authority to represent the Bank would be made known to the customer at the first instance.
- Mention his identity, wear an identity card, and inform the name of the organisation that he is representing and purpose of the visit.
- Be polite. Take permission before entering the house (Say Good Morning/Good Afternoon).
- Interaction with the customer would be in acceptable business language.
- Applicant should always be addressed with the last name prefixed by Mr/Mrs/Ms as appropriate.
- Customer calling time would be between 0700 and 1900 hours unless the special circumstances of the borrower's business or occupation demand otherwise.
- Use the "Can I..." approach for asking sensitive questions.
- If questions about SBI loan products are sought by the applicant, they should be referred to the nearby Branch.
- The call should be closed by thanking him/her and wishing him a good day

Don'ts

- Don't misbehave in any manner.
- Don't attend mobile phone calls while interacting with customer.
- Don't ask for pen, paper, etc.
- Don't press respondent for information. If respondent refuses to provide information or asks to come later, back off politely and later consult your supervisor.
- Don't show the Verification Form to the applicant/respondent.
- Don't fill the form in front of the applicant/respondent.
- Don't use false statements or misrepresent your identity at any point of the time.
- Never indulge in an argument with the customer.
- No information to be divulged to any third party.
- There should be NO promises/commitments made by the agent on behalf of the Company or its agents to anyone, specifically on approval of the application or limits or turnarounds.
- Don't accept gifts from customers or bribes of any kind. Any bribe or payment offered of any kind by a customer must be reported to his/her management

Annexure

DECLARATION TO BE SIGNED BY THE AGENT

The below declaration is to be signed by the Agent employed by the Agency. This is a mandatory requirement for the Service Provider.

To,

The _____ Agency

(City)

Re: Code of Conduct

Dear Sir,

I am working in your company as a (designation) since (date). My job profile, inter-alia, includes receipt and collation of various verification reports from other third party agencies including telephonic/physical verifications at the residence/business and linked services to Customers of the State Bank of India.

In the discharge of my duties, I am obligated to follow the Code of Conduct attached to this document.

I confirm that I have read and understood and agree to abide by the Code of Conduct. In case of any violation, non-adherence to the said Code, you shall be entitled to take such action against me, as you may deem appropriate.

Signed on this _____ day of _____ 20____.

Signature _____ Name _____ Agency _____.