Request For Proposal (RFP) Number
RFP/ SBISG GSS /26-27 / 009
Dated 15th June 2026.

FOR

APPOINTMENT OF INTERNAL AUDIT - FINANCIAL FUNCTION

from Q2 FY 2026-27 till FY 2028-29
OF

SBI-SG GLOBAL SECURITIES SERVICES PRIVATE LIMITED

Jeevan Seva” Annexe Bldg., Ground Floor, S.V. Road, Santacruz (W), Mumbai – 400054.

SCHEDULE OF EVENTS & DETAILS

S.N.	Event Description	Dates
1.3	Date of commencement of Bidding Process (Publication of Tender)	16/06/2026
2.	Last date and time for receipt of written queries for clarification from bidders. - Email	19/06/2026 2.00 P.M
3.	Pre-Bid Meeting – Virtual Meeting (if found necessary, depending on the number of queries received)	22/06/2026 05:00 PM
4.	Last Date and Time for Bid Submission –Physical **	24/06/2026 12:30 PM
5.	Date of Technical Bid Opening	25/06/2026 4:00 PM
6.	Date of Opening of Commercial bids	25/06/2026 5:00 PM

**** Technical Bid Should contain Profile and all the Annexure (other then Price Bid) and to be submitted separate envelope And Commercial Bid should be submitted in a separate envelope.**

Important Note: Applications in response to this RFP are invited to carry out a preliminary evaluation to assess the suitability of the applicants to take up the assignment based on our internal norms.

Disclaimer

The information contained in this RFP document or information provided subsequently to applicants whether verbally or in documentary form by or on behalf of SBI-SG Global Securities Services Private Limited ("SBI-SG"), is provided to the applicant(s) on the terms and conditions set out in this RFP document and all other terms and conditions subject to which such information is provided.

This RFP document is not an agreement and is not an offer or invitation by SBI-SG to any parties other than the applicants who are qualified to submit the applications as per the eligibility conditions. The purpose of this RFP is to provide the applicant(s) with information to assist the formulation of their proposals. This RFP does not claim to contain all the information each applicant may require. Each applicant firm should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP. SBI-SG makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this RFP.

The information contained in the RFP document is selective and is subject to updating, expansion, revision and amendment. It does not purport to contain all the information that an Applicant may require. SBI-SG does not undertake to provide any applicant with access to any additional information or to update the information in the RFP document or to correct any inaccuracies therein, which may become apparent. SBI-SG reserves the right or discretion to change, modify, add or alter any or all the provisions of this RFP document and / or the selection process, without assigning any reasons, whatsoever. Such change will be intimated to all applicants. Any information contained in this RFP document will be superseded by any later written information on the same subject made available to all recipients by SBI-SG.

SBI-SG may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP.

SBI-SG reserves the right to reject any or all the expression of interest / proposals received in response to this RFP document at any stage without assigning any reason whatsoever. The decision of SBI-SG shall be final, conclusive and binding on all the parties.

SBI-SG retains full and unrestricted rights to reject any bid where the pricing is assessed to be non-competitive, commercially unsuitable, or otherwise unfavourable. SBI-SG may, at its discretion, call for revised pricing, enter into negotiations, or annul the bidding process entirely. No bidder shall have any claim or entitlement arising from such actions.

SBI-SG Global Securities Services Private Limited

Invitation of Tender Offers

1.1. Invitation for appointment

SBI-SG Global Securities Services Private Limited ***(hereinafter referred to as the "Company" or "SBI-SG")*** (CIN: U74900MH2008PTC182269). a Company incorporated under the Companies Act 1956 having its Registered and Corporate Office at B – Wing, Jeevan Seva Annexe Bldg., Ground Floor, S.V. Road, Santacruz (W), Mumbai – 400054 invites sealed tender offers / password protected (pdf / zip) file in the prescribed format (Refer Annexures) from eligible, reputed firm **for APPOINTMENT OF INTERNAL AUDIT - FINANCIAL FUNCTION from Q2 FY 2026-27 till FY 2028-29** of SBI-SG Global Securities Services Private Limited. In this RFP, the term bidder/prospective bidder refers to the primary bidder participating for delivering services mentioned in the scope of works.

1.2 Due Diligence

The Applicant is expected to examine all instructions, forms, terms and specifications in this RFP. Application shall be deemed to have been done after careful study and examination of this RFP with full understanding of its implications. The Application should be precise, complete and in the prescribed format as per the requirement of this RFP. Failure to furnish all information required by this RFP or submission of Application not in conformity with this RFP in every respect will be at the applicant's risk and may result in rejection of the Application.

1.3 Cost of Participation

The applicant shall bear all costs associated with the preparation and submission of its Application and SBI-SG will in no case be held responsible or liable for these costs, regardless of the conduct or outcome of the selection process.

1.4 Clarification on RFP Documents

A prospective applicant requiring any clarification on this RFP may contact SBI-SG in writing by E-mail at **accounts@sbisgcsl.co.in** SBI-SG shall respond in writing by E-Mail to any request for clarification on the RFP documents from the prospective applicants, which it receives not later than June 18, 2026.

Further SBI-SG will respond by E-Mail to all clarifications without identifying the source of the inquiry. SBI-SG shall not be responsible for any external agency delays.

1.5 Amendment of RFP Document

a) SBI-SG reserves right to amend the RFP document by issuing an addendum to this entire selection process.

b) At any time before the deadline for submission of proposals, SBI-SG may, for any reason, whether on its own initiative or in response to a clarification requested by prospective applicants, modify this RFP Document.

c) All applicants who have responded to this RFP shall be notified of the amendment/s in writing by e-mail or fax or post, and all such amendments shall be deemed binding on them.

d) If required, in order to allow prospective applicants reasonable time to take the amendment into account in preparing their applications, SBI-SG reserves the right to extend the deadline for the submission of applications. However, no request from the applicant/s, shall be binding on SBI-SG for the same.

The hard copy of the application duly signed and stamped along with supporting documents should be submitted in a sealed cover at the following address either by postal service or courier or hand delivery duly superscribing the envelope **"APPOINTMENT OF INTERNAL AUDIT - FINANCIAL FUNCTION. from Q2 FY 2026-27 till FY 2028-29."**

Chief Financial Officer,
SBI-SG Global Securities Services Private Limited, Jeevan Seva" Annexe Bldg.,
Ground Floor, S.V. Road, Santacruz (W),
Mumbai – 400054

1.6 The proposed appointment would be for specific assignment only and shall be renewed for a further period subject to review of performance by SBI-SG.

1.7 The last date for submission of the applications with all relevant documents in a closed cover is June 24, 2026. Applications received thereafter shall not be considered.

1.8 Mere submission of application does not, in any way, constitute a guarantee for award of any assignment by the Company.

1.9 The Company reserves the sole right to shortlist and award the assignments based on specified criteria and subject to approval of the appointment by the Tender Committee.

1.10 The engagement period is as follows:

Term: From Q2 FY 2026-27 till FY 2028-29 and tenure to be renewed annually by the Audit Committee of the Board.

2 **Information Required**

2.1 Mandatory information to be submitted on the letter head of the firm to be eligible for the bidding process (Please attach as Annexure-I):

(Profile)

Sr. No.	Particulars	Details
Basic Data		
1.	Name of the Firm	
2.	Address of Head Office Number of Branch Offices (Specially mention the office address, Partner and other details of the contact person in Mumbai office)	
3.	Constitution	
4.	Date of Establishment	
5.	Company/Firm's Head Office Address	
6.	Registered Office Address	
7.	GST Number	
8.	Whether the Firm or any partner has ever been debarred by SEBI/RBI/CAG/BSE/NSE or any Government Organization & if yes, details: Regn. No. Name of the partner Brief reasons for debarment	
9.	Whether your firm had or is presently having any kind of professional/business association directly with SBI Bank, or SBI Group or any of their associates in India or elsewhere, which is likely to result in conflict with the proposed assignment under this RFP?	
10.	Any pending or past litigation (within three years)? If yes, please give details	
11.	Brief profile of Partners in the following manner (As per annexure -1)	
12	Name of Partner Responsible for Assignment (If Awaraded)	
13	Details of Qualified Staff (as per annexure - 2)	
14	Experience of Internal Audit (as per annexure - 3)	

3. **Documents to be submitted with the application.**

The bidder shall submit the following documents along with the application.

i) Mandatory information as per point No. 2.1 above. Copy of registration documents with ICAI.
ii) Letter of confirmation regarding non-disqualification as per Annexure – 5.
iii) Copy peer review certificate.

4. **General Conditions**

1.	No communication will be sent by the SBI-SG, or correspondence will be entertained with those firms which are not shortlisted or selected.
2.	The selected Firm, on receiving the offer letter from SBI-SG, shall submit hard copies of Letter of acceptance of terms and conditions, undertaking letter on letter head, and Undertaking of Fidelity and Secrecy (Formats will be shared with the selected firm).
3.	The assignment should be carried out in a professional manner and in case of any misconduct & negligence, SBI-SG is free to report the matter to SEBI/RBI/ ICAI under the guidelines from time to time. This will be in addition to the disengagement from the assignment.
4.	By virtue of the engagement, the successful applicant's team may have access to business information of SBI-SG. SBI-SG shall at all times have the sole ownership of and the right to use all such data in perpetuity in the course of performing the Service(s) under the Engagement.
5.	Appointment of any Firm shall be purely at the discretion of SBI-SG, and no rights whatsoever accrue to any firm to compel SBI-SG for such an appointment.
6.	The selected firm shall adhere to the coverage strictly as per the scope as may be decided by SBI-SG from time to time.
7.	SBI-SG reserves the right to seek views from the entities with whom the firm is/has been/was associated.
8.	The selected firm shall not sub-contract the assignment or any part thereof to any other firm or persons without express permission from SBI-SG.
9.	Any other terms and conditions of the assignment as may be decided by SBI-SG within the overall scope shall become applicable.
10	Company will follow Quality-cum-Cost Based Selection (QCBS) for selection of Auditors

5. **Eligibility Criteria for Auditor Appointment**

1. Registration & Recognition

- Must be a Chartered Accountant firm registered with the Institute of Chartered Accountants of India (ICAI) with minimum five (5) partners.
- Should hold a valid Certificate of Practice.
- Should have Operational office in Mumbai.
- Must not be debarred or blacklisted by SEBI, RBI, or any other regulatory authority.
- CA firm doing Audit of any department of SBISG Global Securities Services Private Limited will not be considered for Appointment.

2. Experience Details

Profile Envelope should provide following information.

- Provide list of clients served in BFSI sector with regards to Internal Audit.
- Years of experience and expertise in conducting Internal audit – Financial function
- Additionally, can provide Whether the firm has done any Statutory audit / internal Audit for SBI Group in last 3 years.

6. **Tenure of Assignment**

SBI-SG will appoint the successful bidder for the duration of this specific assignment. The appointment will be subject review by audit committee every year.

7. **Important information about other expenses**

   a. No travelling allowance/ halting allowance shall be paid to the bidder for carrying out the assignment.

   b. For physical verification of fixed assets at places other than mumbai, company will make arrangements.

   c. Payment to the bidders will be exclusive of tax.

   d. The Assignment charges once fixed shall remain unchanged throughout the tenure of the assignment. SBI-SG's decision will be final in this regard.

8. **Conduct and Performance Monitoring**

   a. SBI-SG shall designate one of its senior officers as a single point contact for coordinating the assignment.
   b. SBI-SG shall provide requisite initial information of its activities and further support.
   c. SBI-SG reserves the right to review the appointment at any point of time and if necessary, to cancel or revoke the appointment by giving 7 days' written notice. If the bidder/applicant is debarred by SEBI / RBI / CAG / BSE / NSE /ICAI or any government organization during the current assignment period, then with immediate effect the assignment will be terminated. In case of termination of assignment, the remuneration for the incomplete month and the residual period of engagement shall not be payable by SBI-SG.
   d. In case the firm fails to report serious omissions/ commissions/ non-compliance / cyber incident etc., SBI-SG reserves the right to report the matter to SEBI/ RBI/ICAI, which may result in appropriate action. Such firms will not be eligible for assignment of any "information- security" related activity with SBI-SG for the next five years.

9. **Representations and Warranties by the Applicant:**

That the Applicant is a Proprietor/Partnership firm/LLP which has the requisite qualifications, skills, experience and expertise in providing Service(s) contemplated hereunder, the financial wherewithal, the power and the authority to enter into the Engagement and provide the Service(s) sought by SBI-SG.

That the Applicant is not involved in any major litigation, potential, threatened or existing, that may have an impact of affecting or compromising the performance and delivery of Service(s) under this Engagement.

That the representations made by the Applicant in its application are and shall continue to remain true and it fulfil all the requirements as are necessary for executing the duties, obligations and responsibilities as laid down in the Engagement and the RFP Documents and unless SBI-SG specifies to the contrary, the Applicant shall be bound by all the terms of the RFP.

That the Applicant has the professional skills, personnel and resources/authorizations that are necessary for providing all such services as are necessary to perform its obligations under the application and this Engagement.

That all the representations and warranties as have been made by the Applicant with respect to this RFP and Engagement, are true and correct, and shall continue to remain true and correct throughout the term of the Engagement.
That the execution of the Service(s) herein is and shall be in accordance and in compliance with all applicable laws.

That there are – (a) no legal proceedings pending or threatened against Applicant or any of its partners or its team which adversely affect/may affect performance under this Engagement; and (b) no inquiries or investigations have been threatened, commenced or pending against the Applicant or any of its Partners or its team members by any statutory or regulatory or investigative agencies.
That the Applicant has the corporate power to execute, deliver and perform the terms and provisions of the Engagement and has taken all necessary corporate action to authorize the execution, delivery and performance by it of the Engagement.

That all conditions precedent under the Engagement have been complied.

10. **Confidentiality**

The Parties agree that they shall hold in trust any Confidential Information received by either Party, under the Engagement, and the strictest of confidence shall be maintained in respect of such Confidential Information. The Parties agree to execute the Confidentiality Agreement prior to finalization of Engagement and shall abide by the terms and conditions of confidentiality as contained therein.

11. **Governing Law**

The Engagement shall be governed in accordance with the laws of Republic of India. These provisions shall survive the Engagement.

12. **Jurisdiction of Courts**

The courts of India at Mumbai have exclusive jurisdiction to determine any proceeding in relation to the Engagement. These provisions shall survive the Engagement.

13. **Time Limit for the Commencement of Work**

Time limit for commencement of work shall be mutually decided at the time of award of Engagement.

Scope of Internal Audit

SBI SG is using a Tally Accounting system for all its accounting activities The Key areas of scope include the following and not limited to the list.

1. Vouching of expenses -revenue & capital.

a) Expense booking

- Verification of supporting papers
- Authorisation at proper levels
- Submission of control returns /reports to the appropriate authority
- Verification of correctness of accounting (Capital or Revenue etc.)
- Scope for cost control
- Deduction of tax at source
- Internal Financial Control Testing
- Review of provision entries every quarter and basis of provision

b) Payments:

- Timeliness of Payment to ensure compliance MSME guidelines
- Maker checker Authorisation process
- Checking and review of bank reconciliation statements
- Physical verification of cash
- Review of payments in light of delegation of financial power

2. **Verification of revenue**.
   - Checking of Invoices with Income working file.
   - Calculation of Interest Income / Investment Income.
   - Review of quarter closing accrual entries of income and its basis.

3. **Review of debtors & creditors account**.
   - Effectiveness of follow-up systems
   - Timely submission of bills and collections
   - Suggesting provisions to be made against doubtful debtors
   - Collection of tax deducted at source certificates
   - Internal Financial Control Testing

4. **Reporting on the status of tax compliance in respect of applicable taxes.**
   - Verifying tax compliances including payments of statutory dues.

5. **Review of investments**
   - Details of deal slips, contract notes etc.
   - Settlement of deals as per the Company's laid down instructions.
   - Compliance with authorised limits
   - Monitoring of exposures as per the Company's Investment Policy and other guidelines
   - Verification of Calculation of profit & loss on sale of investments.
   - Verification of scrips and holding and reconciliation of books with the holding statement.
   - Internal Financial Control Testing

6. **Fixed Assets Verification.**
   - Verification of Fixed Assets Register.
   - Physical Verification of Assets.
   - Purchase and Sale of Assets.

7. **Review of Bank deposits.**
   - Checking of Bank Deposit certificates,
   - Completeness and timely recording in books
   - Accrual of interest on a timely basis
   - Internal Financial Control Testing

8. Related Party Certification (Quarterly for Audit Committee and Adhoc for other transactions)

9. Evaluate whether the company complies with all applicable laws, rules, and regulations.

10. Evaluate whether the company complies with all applicable accounting standards.

11. Verification of whether the Company is duly meeting its obligations with respect to labour laws Provident Fund, MLWF, ESIC, profession tax etc.

12. Certification as required by Regulator or company for any RFP.

The above-mentioned scope of work is inclusive and not exhaustive. Any work which are not mentioned above but are associated with or which are essential in accomplishing the task must be undertaken by the selected bidder.

Based on the contents of the RFP, the selected successful bidder shall be required to independently arrive at the Methodology, based on globally acceptable standards and best practices, suitable for SBISG. The successful bidder may use suitable audit tools for carrying out this audit. SBISG expressly stipulates that the selection of successful bidder under this RFP is on the understanding that this scope contains only the principal provisions for the entire assignment. The successful bidder shall be required to undertake to perform all such tasks, render requisite services and make available such resources as may be required for the successful completion of the entire assignment at no additional cost to SBISG.

FORMAT FOR APPLICATION FOR APPOINTMENT OF INTERNAL AUDIT - FINANCIAL FUNCTION SERVICES from Q2 FY 2026-27 till FY 2028-29 OF SBI-SG GLOBAL SECURITIES SERVICES PRIVATE LIMITED

(On the letter head of the firm)

Ref. No. Date:

To,
Chief Financial officer,
SBI-SG Global Securities Services Private
Limited Jeevan Seva" Annexe Bldg.,
Ground Floor, S.V. Road, Santacruz (W),
Mumbai – 400054.

COMMERCIAL BID

Sr No	Particulars	Amount per Quarter / Year	No of quarter/year	Total Amount
1	Internal Audit – Financial function (fees to be quoted for each quarter)		11	
2	Fixed Assets Verification (For each year)		3	
3	CSR Certificate (One Certificate per year)		3	
Total				

- Fees to be quoted for Networth certificate (per Certificate)

Sr No	Particulars	Amount
1	Net Worth certificate (Per certificate)	
	Total	

Name of Bidder Firm

Signature
Name of Person Signing
Designation.

Terms & Conditions

- The quotes should be given in the following format.
- It should be duly signed by authorised partner.
- Fees to be quoted for 3 years for Internal Audit – Financial function, Fixed Assets Verification, CSR Certificate (One Certificate per year).
- Fees to be quoted for one Networth Certificate, based on actual certificate issued payment will be made. Fees will be fixed for 3 years.
- The rates quoted/negotiated by the bidder shall remain firm during the tenure of the contract/Extended period of contract and NO ESCALATIONS whatsoever shall either be claimed or considered.
- The Rates quoted shall be excluding GST.
- The company will make arrangement for travelling for Fixed assets verification at location other than mumbai.
- Fees for Certification as required by Regulator or by company will be paid at mutually agreed terms.
- Other than above the rates shall be inclusive of all out-of-pocket expenses the bidder may incur while conducting the audit and NO EXTRA costs, whatsoever, shall be payable for the same and for any other reason, whatsoever.
- The rates should be quoted including all costs/taxes/duties/levies but excluding GST. No other extra charges whatsoever shall be payable in addition.
- The price bid should be as per the services required to meet the terms & conditions of the RFP.
- Quotes received after the due date and time will not be accepted. Negotiations may be carried out with L1 party.
- The Company follows a policy of engagement with L1 bidder as per CVC guidelines.
- No revised commercial bids shall be entertained.

(Please submit separate envelopes for profile and price quotation)

Note: Compliance with the Policies -
The RFP is raised in accordance with the Internal Audit Policy and aligned with the Central Vigilance Commission (CVC) Guidelines ensuring ethical practices, transparency, and adherence to internal governance and control standards. All actions undertaken as part of this RFP conform to approved organizational policies and applicable guidelines.

Example for calculating total fees payable

COMMERCIAL BID

Sr No	Particulars	Amount	No of quarter/year	Amount
1	Internal Audit – Financial function (Report to be Submitted Quarterly)(fees to be quoted for each quarter)	10000	11	110000
2	Fixed Assets Verification (For each year)	10000	3	30000
3	CSR Certificate (One Certificate per year)	10000	3	30000
Total				170000

- Fees to be quoted for Networth certificate (per Certificate)

Sr No	Particulars	Amount
1	Net Worth certificate (Per certificate)	10000
Total		10000

Annexure -1

Brief profile of Partners in the following manner

Sr No	Name	Qualification	Total Experience	Total Experience	Experience with current firm

Annexure - 2

Details of Qualified Staff

Sr No	Name	Qualification	Total Experience	Total Experience	Experience with current firm

Annexure - 3

Name of Corporate / Partnership Firm / NBFC / AMC, etc.	Nature of Assignment	Year of Assignment	Project Manager

Annexure - 4

FORMAT FOR APPLICATION FOR APPOINTMENT OF INTERNAL AUDIT - FINANCIAL FUNCTION SERVICES FOR FY 2026-27 TILL 2028-29 OF SBI-SG GLOBAL SECURITIES SERVICES PRIVATE LIMITED

(On the letter head of the firm) (to be submitted with Profile envelop)

Ref. No. Date:

To,
Chief Financial officer,
SBI-SG Global Securities Services Private
Limited Jeevan Seva" Annexe Bldg.,
Ground Floor, S.V. Road, Santacruz (W),
Mumbai – 400054.

Sub: Providing Preliminary Information for APPOINTMENT OF INTERNAL AUDIT - FINANCIAL FUNCTION FOR THE FINANCIAL YEARS 2026-27 TO 2028-29 OF SBI-SG Global Securities Services Private Limited

Dear Sir,

In respect of the **appointment of INTERNAL AUDIT - FINANCIAL FUNCTION for FY 2026-27 till FY 2028-29** of SBI-SG Global Securities Services Private Limited ("SBI-SG"), please find enclosed our response to your RFP dated June 12 2026.

Having examined the RFP document and the Scope, Eligibility Criteria and other terms and conditions as stipulated therein, we, the undersigned, hereby state that we are in conformity with the specified requirements and would like to offer to provide the Services as defined and described in the RFP, on the terms and conditions mentioned in the RFP Document.

a. We certify that all the information and representations furnished herewith are true, correct, valid and subsisting in every respect and can be supported with relevant documents of proof on demand by SBI-SG.
b. We are submitting the application for preliminary evaluation and **for appointment of INTERNAL AUDIT - FINANCIAL FUNCTION from Q2 FY 2026-27 till FY 2028-29** with regards to SBI-SG and other incidental assignments within the audit scope.
c. We agree and undertake that we shall comply with the same and undertake assignment in co- ordination with SBI-SG SPOC.
d. We agree that the bidder will be shortlisted for this activity, and we accept that the scoping for the same will be limited to the categories provided in this RFP.
e. If the assignment is awarded to our firm, we agree and undertake to provide the Services comprised in the scope within the timeframe specified, starting from the date of receipt of notification of award from SBI-SG.
f. We agree and undertake to abide by the terms and conditions, provisions, stipulations and covenants from time to time and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
g. We understand that SBI-SG is not bound to accept our proposal for participation in the process and that you may reject the same without assigning any reason. We also agree and confirm that we will not claim any expenses incurred by us in preparing and submitting this proposal.

h. We are also aware that SBI-SG has the right to re-issue / re-commence the selection process, to which we do not have right to object and the decision of SBI-SG in this regard shall be final, conclusive and binding upon us.
i. We are also aware that in the event of non-performance, SBI-SG has the right to re-issue / re- commence the selection process, to which we do not have the right to object and the decision of SBI-SG in this regard shall be final, conclusive and binding upon us.
j. The entire set of documents, information about our firm, and clients etc. are enclosed hereto and shall form part of this application.
k. We enclose herewith our firm's profile (as per the prescribed format attached) for your perusal.
l. We further declare and confirm that if the assignment is awarded to us, it would not result in any conflict of interest either with SBI-SG or its Employees.

I / We confirm that the information furnished here are true to the best of my knowledge.

Thanking you,

Yours faithfully,

Name of the Signatory

Encl: As above

NOTE:

1) All mandatory information requested for as per point No. 2.1 of the RFP shall be submitted.

2) Incomplete applications and / or applications not in the prescribed format may be rejected without any further reference.

Annexure - 5

Letter of confirmation regarding non-disqualification
(to be submitted on letterhead)

Ref. No. **Date:**

To,
Chief Financial officer,
Jeevan Seva" Annexe Bldg.,
Ground Floor, S.V. Road,
Santacruz (W), Mumbai – 400054

Dear Sir,

With reference to your RFP No._________dated __________, I/we confirm as follows: -

i) I am/ Any of our partners is not an officer/employee of your company.
ii) I am/ Any of our partners is not a partner or in employment of any office or employee of your company.
iii) I am/ Any of our partners or Associates firms or sister concern or Branch office, is not assigned with any ongoing information security activity for your company.
iv) I am/ We are not otherwise disqualified from any of the regulatory authorities or SBI Bank or and its associates and subsidiaries.
v) I/ We also confirm that I am/we are a full-time practicing tax consultant firm and am/are not employed elsewhere and do not have any other business interest.
vi) I/ We also confirm that I/ we will not be disqualified during the course of the assignment for any of the reasons mentioned above.
vii) I/ We undertake not to subcontract any activity mentioned in the SOW assigned to me/us to any outsider without the express consent from SBI-SG.

Yours faithfully,

Name of Signatory