



POLICY ON IT VENDOR SELECTION

Oneview Corporate Advisors Private Limited

CIN: U74999MH1976PTC407933

Registered Address:

619 & 620, 6th Floor,
The Summit Business Bay, 266/1-172, Gundavali, Andheri Kurla Road,
Andheri (East), Mumbai - 400 093

Correspondence Office:

18, Deshapriya Park Road, Kolkata - 700 026.

Table of Contents

Sr no.	Contents	Page
1	Introduction	1
2	Purpose	1
3	Scope	1
4	Definitions	1
5	Policy Statement	1

1) INTRODUCTION

This IT Vendor Selection Policy (“Policy”) adopted by Oneview Corporate Advisors Private Limited (herein after referred to as “OCAPL” or “the Company”), establishes a structured and transparent framework for evaluating, selecting, and onboarding vendors who provide IT products and services. The policy ensures that all vendors are assessed based on defined criteria such as technical capability, financial stability, regulatory compliance, information security standards, and service delivery performance.

2) PURPOSE:

The purpose of this Policy is to establish a structured and standardized approach for identifying, evaluating, and selecting Information Technology (IT) vendors.

This policy is also required for initial IT vendor identification, collecting information regarding potential vendors and is also required for maintaining vendor performance data for ongoing evaluations.

3) SCOPE:

This procedure applies to all potential and existing vendors of IT products and services related to the organisation. Designated Officer is responsible for conducting the final review and approval of new IT vendors, as well as maintaining comprehensive files and documentations file on current vendors.

Information processing facilities must be secured from unauthorized access, damage or interference. Physical security measures must be in place to ensure the security and integrity of information processing facilities and the information assets.

4) DEFINITIONS

Service Level Agreement (SLA) – Contract between a service provider and an end user, stipulating and committing the provider to a required level of service. An SLA typically includes such features as support options, enforcement or penalty provisions for services not rendered, guaranteed system performance levels related to up-time/downtime, specific levels of customer support.

5) POLICY STATEMENTS

To ensure vendor performance capabilities are sufficient to meet IT requirements.

5.1 IT VENDOR EVALUATION

- a) The Designated Officer shall select IT Vendors for all IT Products, IT Services and IT Consultants in the following manner:
 - i. Conduct vendor’s market reviews.
 - ii. Request a full profile from the vendor, which should include:
 - The vendor’s history with firms like the Company in nature of business, size, and scope.
 - The vendor’s capabilities with regard to the Company’s needs.
 - Sales and marketing information.
 - iii. Obtain customer referrals – survey the vendor’s current clients to determine their degree of satisfaction with the vendor and the product/service desired by the Company.

- iv. For critical assets, or for asset purchases where the Company wishes to rely on the quality assurance of the vendor, vendor inspection shall be performed and approved.
 - Check the vendor's certifications – ISO, Microsoft, Oracle, etc. – especially those that apply to the product or service under consideration.
 - Conduct a security background check, to confirm the vendor's compliance with applicable legal and regulatory requirements.
- b) Designated Officer shall evaluate the vendor profile from the cyber security perspective also.

5.2 VENDOR SELECTION

- a) The Designated Officer shall evaluate vendor proposals by the due date, recommendations, and forward proposals to Management and Finance team.
- b) Finance and Management team shall evaluate vendor information and the accompanying recommendations, weigh all factors appropriately, and indicate their recommendation and approval of a vendor or vendors.
- c) Management team shall review the results of the security check and determine the level of vendor access to sensitive information.

5.3 VENDOR REVIEW

- a) The Designated Officer shall periodically re-evaluate IT vendors, according to the vendor performance criteria.
- b) If a vendor is found to be out of compliance, Designated Officer shall submit a Corrective Action Request.
 - i. If a vendor does not respond to a Corrective Action Request or is unable to correct problems within a reasonable time frame, it may be disqualified.
 - Designated Officer shall maintain a list of disqualified vendors.
 - ii. If the vendor opts to take corrective action, Designated Officer shall follow up with the vendor immediately and again within three months to verify that:
 - The corrective action has been taken; and
 - The corrective action continues to produce the desired results.