



SUNRISE GILTS & SECURITIES PRIVATE LIMITED

IT VENDOR SELECTION POLICY

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Approvals

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1.0 IT VENDOR SELECTION POLICY

1.1 PURPOSE

IT Vendor selection policy is required for initial Information Technology vendor identification and collecting information regarding potential vendors. IT Vendor selection policy is also required for maintaining vendor performance data for ongoing evaluations.

1.2 SCOPE

This procedure applies to all potential and current vendors of Information Technology products and services. Information Technology Managers are responsible for final review and approval of new Information Technology vendors, as well as maintaining a file on current vendors.

1.3 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 uptime/downtime, specific levels of customer support.

1.4 POLICY STATEMENTS

To ensure vendor performance capabilities are sufficient to meet Information Technology requirements.

1.4.1 IT VENDOR EVALUATION



- The Designated Officer shall select Information Technology Vendors for all IT Products, IT Services and IT Consultants in the following manner:
 - Conduct vendor's market reviews.
 - 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.
 - 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.
 - 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.
- Designated Officer shall evaluate the vendor profile from the cyber security perspective also.
- SUNRISE GILTS & SECURITIES PRIVATE LIMITED shall execute an agreement with MIIs (Market Infrastructure Institutions) where applications offered to SUNRISE GILTS & SECURITIES PRIVATE LIMITED over the internet by MIIs, for e.g. NSE's NOW, BSE's BEST etc.
- MII shall be solely responsible for ensuring Cyber Resilience on those applications reside with the MIIs and not with SUNRISE GILTS & SECURITIES PRIVATE LIMITED.
- SUNRISE GILTS & SECURITIES PRIVATE LIMITED is exempted from applying the guidelines to such systems offered by MIIs such as NOW, BEST, etc

1.4.2 VENDOR SELECTION



- The Designated Officer shall evaluate vendor proposals by the due date, recommendations, and forward proposals to Management and Finance team.
- 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.
- Management team shall review the results of the security check and determine the level of vendor access to sensitive information.

1.4.3 VENDOR REVIEW

- Technology Committee shall periodically re-evaluate Information Technology vendors, according to the vendor performance criteria.
- If a vendor is found to be out of compliance, Technology Committee shall submit a Corrective Action Request.
 - 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.
 - Technology Committee shall maintain a list of disqualified vendors.
 - If the vendor opts to take corrective action, Technology Committee 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.

