

SBI PAYMENT SERVICES PVT LTD.
(A Joint Venture between SBI & Hitachi Payment Services)

1st Floor, Madhuli Building, Shiv Sagar Estate, Opposite Nehru Planetarium , Worli – 400 018

Request for Quotation (RFQ) for Storing of Merchant Agreements.

RFQ No. SBIP/ VM/21-22/13

Date: 12.08.2021

SBI Payment Service Private Limited (hereinafter referred to as “**SBI PAYMENTS**”) is a Joint Venture between SBI & Hitachi Payment Services established with the objective of carrying out Merchant Acquiring Business activities.

SBI Payments invites quotations from reputed companies providing service of storing of documents at decentralized location in PAN India.

Vendor locations in PAN India:

The vendor should have its presence in decentralise location as per list provided here under:

Sr No	State	Location (Circle Office)
1	Gujarat	Ahmedabad
2	Karnataka	Bangalore
3	Madhya Pradesh/ Chhatisgarh	Bhopal
4	Odisha	Bhubaneshwar
5	Punjab / Haryana/ Himachal	Chandigarh
6	Tamil Nadu	Chennai
7	Delhi/ Uttarakhand/ Western UP	Delhi or Nearby
8	Rajasthan	Jaipur
9	West Bengal	Kolkata
10	Utter Pradesh	Lucknow
11	Maharashtra/ Goa State	Mumbai, Pune, Nagpur
12	North-East states	Guwahati
13	Bihar/ Jharkhand	Patna
14	Andhra Pradesh	Hyderabad
15	Kerala	Thiruvananthapuram
16	Telangana	Vijayawada

Volume of Documents

At present vendor has to complete the task for Approx. 4 Lakh Merchant agreements.

Validity of the contract

The contract will be initially valid for 12 months and will be renewed based on the review conducted by SBI Payments.

Right to impose Penalty

In case of any breach of compliances/ Scope of work during the contract period, SBI Payments reserves the right to initiate the actions with regards to penalty as per standard clause.

Eligibility Criteria:

- The vendor should have good knowledge and experience of work defined in scope of services.
- The vendor should be empanelled by SBI.



SCOPE OF SERVICES

1. Storage and record keeping of documents at decentralised locations across the country (corresponding to our circle offices)
2. The vendor has to physically verify all the documents at the respective circle offices if the same are in order and send reports of the complete and missing documents to SBI circle office coordinator and Operations team of SBI Payments.
3. Data of the documents received are to be shared with the Circle Offices and Corporate Office of SBIP on a timely basis for reconciliation.
4. Documents for new signup merchants will be sent to vendor twice a week. The list of these merchants onboarded will be sent to the vendor separately on a weekly basis by Operations team. Vendor shall keep a track of these on an ongoing basis and send reports to SBIP – CO on the documents received on a weekly/monthly basis as mutually decided.
5. The documents are to be retrieved as and when required by SBI Payments
6. The documents will be despatched by our respective Circle Offices to the vendor.

Evaluation Methodology

Criteria	Max. Score	Sub - Criteria	Score
Experience	10	More than 5 years of relevant experience	10
		More than 3 years but less than 5 years	7
		Less than 3 years	5
Client type	10	Banking/ Payment Industries	10
		Non Banking	5
Client details	10	More than 10 clients	10
		More than 5 clients but less than 10 clients	7
		Less than 5 clients	3
Presence in PAN India	10	More than 10 locations	10
		More than 5 but less than 10 locations	5
		Less than 5 locations	3
Engagement With SBI group companies/subsidiaries	10	Engaged	10
		Not engaged	5
Total	50		

The minimum qualifying marks will be 70% of total score.



Submission of commercials:

The vendors have to submit their commercial proposals in below format:

Particulars	one time (per form)	Recurring cost per month
For existing Approx. 4 Lac unique merchant agreements		
For New signup agreements		

Mandatory Documents:

- Company PAN CARD & AADHAR
- GST Certificate
- Certificate of Incorporation
- Previous Clients reference (PO/ experience letter/engagement letter)
- Memorandum of Association
- Article of association

Submission of quotation:

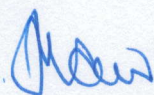
The vendors have to submit their Commercial proposal along with mandatory documents (mentioned above) on or before **23rd August 2021 at 5:00 PM** detailed as follow:

In Person at	OR	By email at
SBI Payment Services Pvt Ltd 1 st Floor, Madhuli Building, Shiv Sagar Estate, Opposite Nehru Planetarium, Worli – 400 018		I. vpvm@sbipayments.com II. vpops1@sbipayments.com III. exevm@sbipayments.com

For any further details/information about the requirement, please contact the below persons at SBI Payments.

Contact person Name	Designation	Email Id
Ms. Rashmi Bhapkar	VP- Ops	vpops1@sbipayments.com
Mr. Manoj Kumar	VP- VM	Vpvm@sbipayments.com

SBI Payments reserves the right to reject any or all the proposals without assigning any reason thereof.



Manoj Kumar
(VP- Vendor Management)

