

Request for Quotation for Microsoft 365 Business Basic

RFQ No. SBIP/ VM/22-23/02

Dated: 06.05.2022

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. This Request for quotation has been issued by SBI PAYMENTS for “**Procurement of Microsoft 365 Business Basic License**.”

Details of Requirement

Microsoft Office 365 Business basic License - 170 Nos.

Terms of quotations for License

- Existing license is going to be expired on 20th May 2022 hence the licenses will be renewed accordingly.
- The quoted/discovered price will be valid for further 1 year (if at any stage during the year, SBI Payments will be desirous to add more license, the price will be same as discovered by SBI Payments through this RFQ, on pro rata basis.

Eligibility Criteria

- The vendor should have experience of minimum 2 years for supplying/providing of such product/services.
- The vendor should have a valid PAN, GST registration
- Ability to supply within 7 days from the date of Purchase Order.



Submission of quotation:

The vendor has to submit their quotation on the name of SBI Payments on or before **3:00 PM on 14.05.2022**, detailed as follow:

In Person at	OR	By email at
SBI Payment Services Pvt Ltd 1st Floor, Madhuli Building, Shiv Sagar Estate, Opposite Nehru Planetarium , Worli – 400 018		i. Vpvm@sbipayments.com ii. Srexevm@sbipayments.com iii. Vmsupport@sbipayments.com

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

Contact person Name	Designation	Email Id
Mr. Anil Shah	AVP-IT	Avpit@sbipayments.com
Mr. Amit Kumar	Member Procurement	Srexevm@sbipayments.com
Mr. Manoj kumar	VP- VM	Vpvm@sbipayments.com

Notes:

- SBI Payments reserves the right to reject any or all the proposals without assigning any reason thereof.
- SBI Payments reserves the right to increase or decrease the quantity of product as per business requirement.



Manoj Kumar
(VP- Vendor Management)

