

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 T shirts and Onboarding kit

RFQ No. SBIP/VM/22-23/14

Date: 18-03-2023

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 T-shirts and Onboarding Kit**”.

Details of configuration of T shirts and Welcome Kit is as under:

Items	Specification
T-Shirt	Fabric- Adidas Fabric, 100% Polyester GMS- 220 to 240 Colour- Royal Blue Sleeve- Half with Sleeves Patti Collar- Nylon Printing- Embroidery name on Shoulder, Chest and back <i>Others- Fabric shall in soft and easy to dry fast. No Shrinkage for long time and no need to ironing in frequent manner # it can be in regular use up to 6 to 8 months</i>
Bag Pack	Black colour with the Branding of SBI Payments
Note pad	SBI Logo and name printed on cover page (No of pages- 50)
Pen	Branding of SBI payments (Approx price per pen Rs. 20-25)
Product Catalogue	Printing on laminated paper with good quality. No of pages will be 50. Size: 10" X 7"



Terms:

- Interested bidder has to submit a sample set prior to submission of quotation.
- The indicative quantity of full kit will be 2300.
- The kit will contain 2 t-shirts, 1 Bag pack, 1 Note Pad, 1 Pen, 1 Product Catalogue.
- SBI Payments reserve the right to increase or decrease the count of each item and full Kit.
- The commercial proposal will be shared on sealed envelope in the format specified in Annex-A
- The price will be included of courier cost.
- The contract will be executed for 2 years and SBI Payments may procure the Kit or individual items as and when required during the contract period at same discovered price.
- SBI Payments reserves the right to reject any or all the proposals without assigning any reason thereof.

Eligibility Criteria

- The vendor should have experience of minimum 1 year for supplying/providing of such product/services.
- The vendor should have a valid PAN, GST registration.

Mandatory Documents:

- Print of this RFQ duly signed and sealed on each page.
- 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 vendor has to submit the sample on or before 01.04.2023 at the office of SBI payments.

The vendor has to submit the Commercial proposal along with mandatory documents in sealed envelope (mentioned above) on or before 06.04.2023 at 05:00 PM at below address detailed as follow:



To,
Mr. Manoj kumar
SBI Payment Services Pvt Ltd
1st Floor, Madhuli Building, Shiv Sagar Estate,
Opposite Nehru Planetarium, Worli – 400 018

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

Contact person Name	Designation	Email Id
Ms. Alpana Yadav	Executive	vmsupport@sbipayments.com
Mr. Amit Kumar	Sr.Executive	srexevm@sbipayments.com
Mr. Manoj Kumar	VP- VM	Vpvm@sbipayments.com

Annex-A

Items	Qty	Indicative price	Price of Full kit
T-Shirt	1		
Bag Pack	1		
Note pad	1		
Pen	1		
Product Catalogue	1		
packing of KIT			

Full kit will contain 2 t-shirts, 1 bag pack, 1 Notepad, 1 pen, 1 product catalogue.

The price will be inclusive of logistic cost and exclusive of taxes.



Manoj Kumar
(VP- Vendor Management)