

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 comprehensive services related to HRMS

RFQ No. SBIP/ VM/21-22/06

Date:15-06-2021

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 end to end solutions related Human Resources Management System for employees based across India at Corporate office at 1st Floor, Madhuli Building , Shiv Sagar Estate, Opposite Nehru Planetarium , Worli – 400 018.

SCOPE OF SERVICES

The HR consultant shall provide product on automation of HR activities like recruitment , talent Management , HR operations , Learning & Development , Reward & recognition, exit etc (hire to retire modules) for employee management as required by **Client (SBI Payments)** from time to time in the designated area. **SBI Payment reserves** the right to change the Scope of Service (“SOS”) related to implementation of the various HR modules in the HRMS at any time during the term of the Agreement and the HR consultants agrees to abide by the changed SOS. The HR consultant shall perform a broad level of Services, including, but not limited to the following:

1. Implementation of HRMS for 2800 employees. The module shall cover the following:
 - HRIS
 - Leave Module (Attendance and Shift Modules)
 - Recruitment (Requisition Management , resume management , application tracking , Interview Management , selection process , offer letter generation & , IJPs and other mode of recruitment)
 - On boarding Module (Documentation, pre joining post joining
 - Reward and Recognition
 - Learning & Development
 - Exit Module
 - HR operations (Transfers confirmations, Business Reimbursements etc)
 - Performance Management (performance cycle, Goal Setting , Mid-year review Annual reviews , periodic reviews as per the functions, Performance and people analytics Performance Improvement plan)
 - Increments and Promotions, Career progression
 - Payroll ESS
 - Reports for all the modules

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 HR consultant should have at least 2 years of experience in providing services related to HRMS to reputed companies.
- The vendor Should be authorised to carry out the services defined in the scope of services.
- Should be able to provide quick services and resolve any down time issues promptly.
- The HR consultant should have enough infrastructure to maintain the confidentiality of the database.
- The vendor should have a valid PAN, GST registration and required to submit complete details of his/ their Business / Partners / promoters.

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:

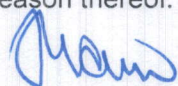
The vendor has to submit their Commercial proposal along with mandatory documents (mentioned above) on or before 21.06.2021 at 7:00 PM detailed as follow:

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. srmhr@sbipayments.com III. vphr@sbipayments.com IV. 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. Asha Sequeira	Sr. Manager HR	Srmhr@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)

