

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 Background Verification Checks of the employees.

RFQ No. SBIP/ VM/21-22/07

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 Payment Services Private Ltd (SBI Payments) invites quotations from reputed Background Verification agencies providing end to end solutions related to background verification checks 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 **Background Verification Agency** shall provide the services related to verification of various components of the employees 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 verification of the components at any time during the term of the Agreement and the empanelled Background verification agency agrees to abide by the changed SOS. The Background verification agency shall perform a broad level of Services, including, but not limited to the following:

1. Education Check
2. Employment Checks
3. Professional verification
4. Criminal record verification
5. Database verification (India & global)
6. CIBIL

In addition to the above the agency may provide quotes for any additional check that they specialise in from employment check prospective.

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 BGV agency should have at least 5 to 10 years of experience in performing such activities and for reputed clients.
- The vendor Should be authorised to carry out the services defined in the scope of services.
- Should be able to provide the verification report within 14 days from the time of intimating the verification request.
- 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:

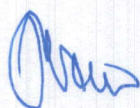
The vendor has to submit their Commercial proposal along with mandatory documents (mentioned above) on or before 21.06.2021 at 7:00 PM detailed as follow:

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. vpvr@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)

