

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

23rd Floor, Urmi Estate, C.S. No.156 of Lower Parel Division, Ganpatrao Kadam Marg,
Lower Parel (W), Mumbai 400013

Request for Quotation for Procurement of 25 Laptops

RFQ No. SBIP/VM/25-26/14

Dated: 17-10-2025

1. About SBI Payments:

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.

2. Invitation of RFQ

SBI Payments seeks proposals from qualified firms for supply of Laptops as per detailed configuration as under:

Sr No	Product	Specification	QTY
1	Laptop - i5 processor 13 th Generation or above	64-bit, Intel i5 processor, 64 GB RAM, 1 TB SSD, 14-inch screen, Preloaded Windows 11 Pro, 3 Years + ADP Warranty, With Laptop bag.	20
2	Laptop - Ultra i7 processor or above	64-bit, Intel Core Ultra 7 155U, 64 GB RAM, 1 TB SSD, 14-inch screen, Preloaded Win 11 Pro, 3 Years + ADP Warranty, With Laptop bag.	5

3. Eligibility Criteria

- 3.1. The bidder should have a valid PAN, GST registration.
- 3.2. The bidder should have at least 2 years of experience in supplying/providing similar product. Bidder needs to provide Purchase Orders / Work completion certificates.
- 3.3. The bidder should be an Authorized Dealer/ Distributor/ Partner of the quoted OEM products/Services.
- 3.4. Manufacturer Authentication Certificate from the OEM shall be submitted along with the technical proposal.
- 3.5. Technical proposals shall be evaluated by SBI Payments according to the technical specification defined in this RFQ.
- 3.6. SBI Payments may, at its discretion, seek clarifications through e-mail.

4. Technical Specification

Laptops Technical Specifications for Laptop - i5 processor:

Sr No	Features Specification Requirement
1	Processor type Intel Core i5 - 14th Generation
2	Integrated graphics Intel Integrated Graphics
3	Memory 64 GB DDR4



Sr No	Features Specification Requirement
3	Memory 64 GB DDR4
4	Weight 1.4kg or below
5	Power-adapter port 60W/ 65W/ 100W AC adapter, USB Type-C
6	Wireless standards Wi-Fi® 6 AX201 or above
7	Storage M.2 1TB SSD
8	Camera type FHD 1080p
9	Camera sensors type Ambient light sensor
10	Battery type 3 Cell, 54 Wh or above, USB Type C
11	Display type 14", FHD (1920 x 1080) 250 nits
12	HDMI Port Required
13	Keyboard Layout Backlight enabled
14	Laptop Warranty Period 3 Years
15	Battery Warranty 3 year
16	Call to Resolve Maximum Next Business Day
17	Others Audio Jack/Headphone Jack, Minimum Two USB Port
18	Operating System Windows 11 Professional

Laptops Technical Specifications for Laptop -- i7 processor:

Sr No	Features Specification Requirement
1	Processor type Intel Ultra 7 – 155U
2	Integrated graphics Intel Integrated Graphics
3	Memory 64 GB DDR4
4	Weight 1.4kg or below
5	Power-adapter port 60W/ 65W/ 100W AC adapter, USB Type-C
6	Wireless standards Wi-Fi® 6 AX201 or above
7	Storage M.2 1TB SSD
8	Camera type FHD 1080p
9	Camera sensors type Ambient light sensor
10	Battery type 3 Cell, 54 Wh or above, USB Type C
11	Display type 14", FHD (1920 x 1080) 250 nits
12	HDMI Port Required
13	Keyboard Layout Backlight enabled
14	Laptop Warranty Period 3 Years
15	Battery Warranty 3 year
16	Call to Resolve Maximum Next Business Day
17	Others Audio Jack/Headphone Jack, Minimum Two USB Port
18	Operating System Windows 11 Professional

5. Other Terms & Conditions:

- 5.1. Validity of quotation: Bids should remain valid for the period of at-least 90 days from submission date.
- 5.2. Method of selection of successful bidder: Based on Least Cost System (LCS).
- 5.3. Delivery Terms: Door Delivery, SBI Payments, Lower Parel Mumbai.
- 5.4. Delivery Period: Within 3 weeks from the date of PO issuance.
- 5.5. Warranty: 3 Years + ADP Warranty from date of Tax Invoice.

- 5.6. Payment Terms – 100% payments shall be made against delivery & acceptance of the Tax Invoice.
- 5.7. Liquidated damage – In case of delay by the Bidder in any stage of the project milestone, the financial Penalty as per the SBI Payments discretion will be imposed on the Bidder @ 2.5% of the total contract value per week of delay, to the maximum of 10% of the total contract value.
- 5.8. Performance Bank guarantee - The successful Bidder shall provide a Performance Bank Guarantee of 10% of the Total Cost of ownership for a period of 03 year.

6. Submission of quotation:

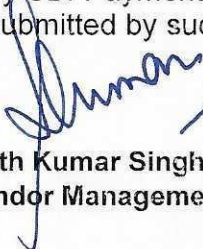
- 6.1. The vendor has to submit their quotation on or before 06.00 PM on 30.10.2025 on our website (www.sbipayments.com) under RFQ/RFP Apply section after successful registration as a vendor.
- 6.2. The Technical bid shall comprise of copy of GSTIN certificate, copy of PAN Card, Product Specification, Experience documents and MAF and other required documents as per eligibility criteria.
- 6.3. The price bid shall be uploaded as per the format given in Annexure A of this RFQ.

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

Contact Person Name	Designation	Email Id
Mr. Romario Singha	AM-VM	amvm3@sbipayments.com
Ms. Alpana Yadav	Sr. Executive - VM	srexevm1@sbipayments.com
Ms. Divya Pal	Executive - VM	exevm1@sbipayments.com
Mr. Mangesh Jangale	Manager - IT	mgrinfra@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 order without assigning any reason.
- No Bid shall be withdrawn in the interval between the deadline for submission of Bids and the expiration of the period of Bid validity specified by the Bidder on the Bid Form. Withdrawal of a Bid during this interval may result in disqualification and debarment of the Bidder from participating in any RFP / RFQ of SBI Payments for next 06 months from the date of its bid withdrawal.
- The bidder must not have failed to execute or supply any work/order assigned by SBI Payments within the last six months from the date of this RFQ. Any bid submitted by such a bidder will be considered null and void.


Siddharth Kumar Singh
(VP- Vendor Management & Ops)



Annexure A

Price Bid Format

Sr No	Product	Description	Qty	Unit	Rate (Excl. GST)	Amount (Excl. GST)	GST%
1	Laptop - i5 processor 13 th Generation or above	64-bit, Intel i5 processor, 64 GB RAM, 1 TB SSD, 14-inch screen, Preloaded Windows 11 Pro, 3 Years + ADP Warranty, With Laptop bag.	20	Nos			
2	Laptop - Ultra i7 processor or above	64-bit, Intel Core Ultra 7 155U, 64 GB RAM, 1 TB SSD, 14-inch screen, Preloaded Win 11 Pro, 3 Years + ADP Warranty, With Laptop bag.	05	Nos			

1. Bidder has to provide the cost in INR. GST Rates are to be provided separately. Licenses Cost shall be overall cost of products, licenses, product support, certificates etc. inclusive of all Taxes (whichever is applicable), however exclusive of GST.
2. If bidder fails to submit the price in the above format the bid may be subject to get rejected.
3. SBI Payments reserves the right to alter the requirements / cancel the item requirement(s) at its sole discretion. Further, the Bidders agrees that the price quoted by them would be proportionately adjusted with such additions or deletions of item requirement Authorised Signature.

Note: The fees payable by SBI Payments to Bidder shall be inclusive of all costs such as insurance, taxes (GST, as per the rates applicable), custom duties, levies, cess, transportation, installation, (collectively referred to as "Taxes") that may be levied, imposed, charged or incurred and SBI PAYMENTS shall pay the fees due under this RFQ and subsequent agreement after deducting any tax deductible at source ("TDS"), as applicable. Any variation in Government levies/ GST/VAT/ cess/ excise/ custom duty etc. which has been included as part of the price will be borne by the Bidder.

Yours sincerely,

Authorised Signature

Name and Title of Signatory:

Name of Company:

Contact Details: [Please mark this letter with your company seal]



MANUFACTURERS' AUTHORIZATION FORM

No.

Date:

To:

Dear Sir:

Ref: SBI Payments/VM/2025-26/14 dated 17.09.2025

We, who are established and reputable OSD/OEM/producers of _____ having factories / development facilities at (address of factory / facility) do hereby authorise M/s _____ (Name and address of Agent) to submit a Bid, and sign the contract with you against the above Bid Invitation.

1. We hereby extend our full warranty for the Solution, Products and services offered by the above firm against this Bid Invitation.
2. We also undertake to provide any or all of the following materials, notifications, and information pertaining to the Products manufactured or distributed by the Vendor:
 - i. Such Products as the SBI Payments may opt to purchase from the Vendor, provided, that this option shall not relieve the Vendor of any warranty obligations under the Contract; and
 - ii. in the event of termination of production of such Products:
 - a) advance notification to the SBI Payments of the pending termination, in sufficient time to permit the SBI Payments/Bank to procure needed requirements; and
 - b) following such termination, furnishing at no cost to the SBI Payments, operations manuals, standards, and specifications of the Products, if requested.
3. We duly authorise the said firm to act on our behalf in fulfilling all installations, Technical support and maintenance obligations required by the contract.

Yours faithfully,

(Name of Manufacturer / Producer)

Note: This letter of authority should be on the letterhead of the manufacturer and should be signed by a person competent and having the power of attorney to bind the manufacturer. The Bidder in its Bid should include it.



Dated this day of 20

(Signature)

(Name)

(In the capacity of)

Duly authorised to sign Bid for and on behalf of

Seal of the company.



A handwritten blue ink mark, resembling a checkmark or a stylized signature, located to the right of the circular stamp.