

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 Microsoft Office 365 Business Standard License

RFQ No. SBIP/VM/25-26/17

Dated: 23.01.2026

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 Office 365 Business Standard License**.”

2. Details of Requirement

Microsoft Office 365 Business Standard License - 277 Nos.

3. Terms of quotations for License

- Existing license is going to be expired on 03rd March 2026 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.
- Post-sale support: Assistance with license assignment, basic activation support, and escalation to Microsoft for any issues
- Delivery Period: Licenses must be delivered within 7 days of PO issuance.
- No claim shall be entertained after submission of quotation for and discrepancy in description, quantity, or condition.
- 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.

4. 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.
- Vendor must be a Microsoft authorized Cloud Solution Provider (CSP) or direct partner with valid credentials to sell Microsoft 365 subscriptions.

5. Submission of quotation:

- i. The vendor has to submit their quotation on or before 06.00 PM on 12.02.2025 on our website (www.sbipayments.com) under RFQ/RFP Apply section after successful registration as a vendor.
- ii. 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 |
|---------------------|------------------|--|
| Ms. Alpana Yadav | Sr. Executive VM | srexevm1@sbipayments.com |
| Mr. Romario Singha | AM- VM | amvm3@sbipayments.com |
| Mr. Akshay Ghare | AM-VM | amvm2@sbipayments.com |

Notes:

- 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)



Annexure A
Price Bid Format

| Sr. No. | Item Description | Qty | Unit Price | Total Cost | Applicable GST | Total Cost with GST |
|--------------|-------------------------------------|-----|------------|------------|----------------|---------------------|
| 1 | MS O365 – Business Standard License | | | | | |
| Total | | | | | | |

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.

Yours sincerely,

Authorised Signature

Name and Title of Signatory:

Name of Company:

Contact Details: (Please mark this letter with your company seal)

