

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

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

**Request for Quotation for Microsoft 365 Business Basic License**

**RFQ No. SBIP/VM/25-26/03**

**Dated: 05.05.2025.**

**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 O365 Business Basic License**.”

**Details of Requirement**

Microsoft Office 365 Business Basic License - 262 Nos.

**Terms of quotations for License**

- Existing license is going to be expired on 22<sup>nd</sup> May 2025 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.

**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.
- Ability to supply within 7 days from the date of Purchase Order.



**Submission of quotation:**

The vendor has to submit their quotation on or before 06.00 PM on 17.05.2025 on our website ([www.sbipayments.com](http://www.sbipayments.com)) under RFQ/RFP Apply section after successful registration as a vendor.

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	<a href="mailto:srexevm1@sbipayments.com">srexevm1@sbipayments.com</a>
Mr. Amit Kumar	AM- VM	<a href="mailto:amvm@sbipayments.com">amvm@sbipayments.com</a>
Mr. Vishal Lokhande	DM-IT	<a href="mailto:dm.itinfra@sbipayments.com">dm.itinfra@sbipayments.com</a>

**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 product as per business requirement.

  
Rashmi Bhapkar  
(Sr. VP - Operations)

