

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 for Engagement of Consultant for employee
long term incentive**

RFQ No. SBIP/VM/23-24/03

Dated: 19.05.2023.

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 “**Engagement of Consultant for Employee long term incentive.**”

Scope of Services

Sr. No.	Particulars
1.	Consulting and drafting of long-term incentives framework in compliance with Companies Act 2013, and best practices in the area to help the management in decision making.
2.	Legal Documentation of Long-term incentives scheme, enabling resolution of Board/Shareholder/Compensation Committee
3.	Setting-up and implementing the long-term incentives and legal compliance.
4.	Employee Communication including preparation of Grant letters, FAQ, Agreements, handling of communication / awareness sessions for employees
5.	Advice on the latest legal rules on long term incentives and suggest suitable procedures in the best interest of the Company and employees.
6.	Complete the whole process of issue of long-term incentives and all procedures connected therewith.
7.	Valuation of the Company and of issued LTI if needed.
8.	LTI Market Practice Benchmarking

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 5 to 10 years of experience in providing services related to managing end to end compliances.
- The vendor Should be authorised to carry out the services defined in the scope of services.
- The compliance agency should maintain the confidentiality of the data shared.
- The vendor should have a valid PAN, GST registration and required to submit complete details of his/ their Business / Partners / promoters.

Submission of quotation:

The vendor has to submit their quotation on the name of SBI Payments on or before **06:00 PM on 03.06.2023** detailed as follow:

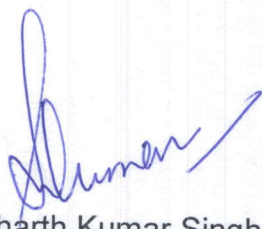
In Person at		By email at
SBI Payment Services Pvt Ltd 1st Floor, Madhuli Building, Shiv Sagar Estate, Opposite Nehru Planetarium, Worli – 400 018	OR	i. vpvm@sbipayments.com ii. srexevm@sbipayments.com iii. vmsupport@sbipayments.com iv. srmhr@sbipayments.com

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

Contact person Name	Designation	Email Id
Ms. Alpana Yadav	Executive	vmsupport@sbipayments.com
Mr. Amit Kumar	Sr. Executive	srexevm@sbipayments.com
Ms. Sony Gupta	Sr. Manager	srmhr@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 product as per business requirement.



Siddharth Kumar Singh
(VP- CC & Operations)

