

राष्ट्रीय अवसंरचना वित्तपोषण और विकास बैंक (नैबफिड)
National Bank for Financing Infrastructure and Development (NaBFID)
(संसद के अधिनियम के माध्यम से स्थापित एक अखिल भारतीय विकास वित्तीय संस्था)
(An All-India Development Financial Institution established through an act of Parliament)

व्यापक वाहन लीजिंग सेवाओं के लिए पैनलीकरण
EMPANELMENT OF VEHICLE LEASING SERVICES

National Bank for Financing Infrastructure and Development, intends to empanel Agency / Company for Comprehensive Vehicle Leasing Services.

The interested agency/company may apply for the same. The eligibility criteria and other details are available hereunder.

Request for empanelment is to be submitted in sealed envelope with following words super-scribed on it

‘Application for empanelment of Vehicle Leasing Services’

The eligible agencies can submit their applications complete in all respect in the prescribed format at the following address or by email.

Address for physical submission of Application:

National Bank for Financing Infrastructure and Development (NaBFID)
The Capital, A Wing, 10th Floor - G Block, Bandra Kurla Complex, Bandra (East), Mumbai – 400051.

For email submission: rfp@nabfid.org

No contractual obligation whatsoever shall arise from this advertisement process.

This advertisement is being issued with no financial commitment and Bank reserves the right to withdraw the advertisement and change or vary any part thereof or abolish the requirement at any stage.

Schedule of Events

	Particulars	Remarks
1	Coordinates for correspondence	Email ID: rfp@nabfid.org Address: National Bank for Financing Infrastructure and Development (NaBFID) The Capital, A Wing, 15th Floor - 1503, G Block, Bandra Kurla Complex, Bandra (East), Mumbai – 400051.
2	Bid Document Availability including changes/amendments, if any to be issued	RFP may be downloaded from 1. NaBFID website: https://nabfid.org/tenders
3	Last date for requesting clarification.	Up to 4.00 PM on 06 th April 2026 All communications regarding points / queries requiring clarifications shall be given by email to rfp@nabfid.org
4	Last date and time for application submission	Up to 3:00 PM on 04 th May 2026
5	Address for submission of Application	For email submission: rfp@nabfid.org physical submission: National Bank for Financing Infrastructure and Development (NaBFID) The Capital, A Wing, 10th Floor - G Block, Bandra Kurla Complex, Bandra (East), Mumbai – 400051.

1. Introduction

- i. The National Bank for Financing Infrastructure and Development (NaBFID) is a specialized Development Finance Institution in India aimed at supporting the country's infrastructure sector, which can significantly gain from an enabling credit flow by means of attractive instruments and channelized investment. NaBFID was set up in 2021, by an Act of the Parliament (The National Bank for Financing Infrastructure and Development Act, 2021), with the essential objectives of addressing the gaps in long-term non-recourse finance for infrastructure development, strengthening the development of bonds and derivatives markets in India, and sustainably boosting the country's economy.
- ii. The purpose of this Request for Empanelment (RFE) is to seek application for appointment of Car Lease Agents for Vehicle Leasing Services'
- iii. Interested applicants are advised to go through the entire RFE before submission of applications to avoid any chance of elimination. The eligible applicants desirous of taking up the project for providing proposed services are invited to submit the proposal in response to this RFE.
- iv. The criteria and the actual process of evaluation of the responses to this RFE and subsequent selection of the successful Applicants will be entirely at the Institution's discretion. The RFE seeks to obtain proposals from the applicants who have the necessary experience, capability, and expertise to provide the Institution with the proposed services by adhering to the Institution's requirements outlined in this RFE.
- v. There should not be any deviation or assumption in terms and conditions as stipulated in this RFE. Conditional offers will be considered as void ab initio.
- vi. Address for submission of requests, contact details including email address for sending communications are given in the front page of this RFE.
- vii. This RFE document shall not be transferred, reproduced, or otherwise used for purposes other than for which it is specifically issued.
- viii. Applicants are requested to submit information as mentioned in this RFE. Incomplete information may lead to non-consideration of the application.

2. Scope of Work:

- a. The National Bank for Financing Infrastructure and Development is looking to provide its employees with a car lease scheme. In this context, the bank invites applications from eligible service providers to offer car lease. All the cars under the proposed scheme shall be as per the models and color requested by the employee on purchase basis. The agency shall comply with all the rules and regulations as stipulated by Government Authorities. The agency shall comply with all the local/ municipal laws and statutory rules as applicable and will indemnify the Bank against all actions, claims, suits etc. for non-compliance with laws.
- b. Procurement of Car on Lease basis as per the Tri-partite agreement to be executed on such terms and conditions to be agreed between the Bank, Employee and Service providers.
- c. Provide incidental and supplementary services in connection with the Leasing Arrangements and such other services to be agreed upon as per the tri-partite agreement.
- d. Terms and Conditions of the Tri-partite agreement shall be finalized on mutual consent.
- e. Service Provider shall provide such other services as per the terms of the Bank in connection with the lease of car.

- f. In case the agency / company obtains or provides any financial assistance from any institution/ organization/ any other bank/ by themselves, the Bank will not be responsible/ liable to meet the repayment of loan instalments to the lender. The financial repayment responsibility of all such cars if any will solely lie on the agency/company or by the user.
- g. All eligible service providers will be compiled into a panel of service providers and offered to employees to choose from the panel.
- h. Detailed terms and conditions of Lease Agreement shall be decided based on the mutual consent.
- i. Bank reserves right to de-panel or terminate contract without any notice.
- j. The service provider shall execute Non-Disclosure Contract and Service Level agreement before execution of initial Tri-Partite Agreement.
- k. Selection from the empaneled Service Providers shall be at the sole discretion of the employees.

3. Eligibility Criteria & other conditions for empanelment:

- (i) The Agency / Company to have at least one office in Mumbai which is duly registered under the Shops & Establishments Act and/or any other applicable laws and conform to all such rules of RTO Mumbai & policies / rules of the state government.
- (ii) The Agency / Company should be registered for the purpose of GST as applicable
- (iii) The Agency / Company should be an assessee of Income Tax and should have valid PAN number.
- (iv) The Agency / Company should be in the business of leasing cars for the last 2 years. The relevant car leasing permit from Mumbai RTO should be valid as on the date of submission of the application
- (v) The agency/ company must have two existing tie ups with Government Organizations/ PSUs/reputed Public Limited Companies/ Reputed private financial institutions for providing car on hire basis. For each tie up minimum number of cars on lease shall be 10.
- (vi) The Agency/Company must have an average turnover of at least INR 1 crores in last two financial years.
- (vii) The Agency/Company must submit audited financial statements for the last two financial years.
- (viii) The Agency/Company must not be blacklisted or debarred by any government or public sector organization.
- (ix) All vehicles offered must be comprehensively insured, including third-party liability.
- (x) The Agency/Company must ensure that all vehicles comply with the latest environmental and emission standards.
- (xi) The applications received for empanelment will be scrutinized and shortlisted for consideration based on the technical criteria as well as market credential. However, empanelment will be at the sole discretion of the Institution based on its need (including number of Service Providers to be empanelled) and NaBFID need not give any reasons for not empaneling any of the applicants

4. Duration of Empanelment:

The empanel shall be for a period of three years subject to further extension on need basis. However, the Bank reserves the right to remove any Agency from the panel any time after giving 30 days' notice.

5. Evaluation Criteria

The Institution will consider the application for empanelment only on merit.. While considering the request for empanelment from the Agencies, following points shall be considered:

- i. Experience.
- ii. Track record and integrity.

If considered necessary, credentials may be verified.

The above list is illustrative and not exhaustive. The Institution may also consider any other factor relevant for empanelment.

iii The Institution reserves the right to set out more criteria in accordance with number of response received.

6. Taxes and Duties:

- a) Service Provider shall be liable to pay all corporate taxes and income tax that shall be levied according to the laws and regulations applicable from time to time in India.
- b) All expenses, stamp duty and other charges/ expenses in connection with the execution of the Contract as a result of this advertisement process shall be borne by Service Provider. The Contract would be stamped as per Maharashtra Stamp Act, 1958 and any amendment thereto.

7. Submission Requirements:

- a) Interested Agency/Company must submit a detailed proposal including their profile, experience, fleet details, financial statements, and other relevant documents.
- b) The proposal should also include a comprehensive plan outlining the service delivery model, maintenance schedule, customer support, contingency plans and rate of interest plus other applicable charges.
- c) Proposals will be evaluated based on the eligibility criteria, experience, financial capacity, technical capability, and overall service offering.
- d) Proposals must be submitted either in physical mode or email.
- e) Shortlisted Agency/Company may be called for a presentation.
- f) Draft Agreements to be executed.

8. Right to Verification

NaBFID reserves the right to verify any or all the statements made by the Applicant in the application and to inspect the Applicant's facility, if necessary, to establish to its satisfaction about the Applicant's capacity/capabilities to perform the job. The Applicant to extend all necessary assistance in this regard, failing which NaBFID reserves the right to reject the Application.

9. Right to Audit

- A. The Applicant shall be subject to audit by internal/ external auditors appointed by NaBFID/ inspecting official from the Reserve Bank of India or peer banks or any regulatory authority,

covering the risk parameters finalized by NaBFID/ such auditors in the areas of services etc. provided to NaBFID and Agencies is required to submit such certification by such auditors to NaBFID. Applicant shall facilitate the same. NaBFID can make its expert assessment on the efficiency and effectiveness of security, control, risk management, governance system and process created by the Applicant. The Applicant shall, whenever required by the auditors, furnish all relevant information, records/data to them. All costs for such an audit shall be borne by NaBFID. Except for the audit done by Reserve Bank of India or any statutory/regulatory authority, NaBFID shall provide reasonable notice not less than 7 (seven) days to Agencies before such audit and same shall be conducted during normal business hours.

- B. Where any deficiency has been observed during audit of the Applicant on the risk parameters finalized by NaBFID or in the certification submitted by the auditors, the Applicant shall correct/resolve the same at the earliest and /or within timelines stipulated by NaBFID and shall provide all necessary documents related to resolution thereof and the auditor shall further certify in respect of resolution of the deficiencies. The resolution provided by the Applicant shall require to be certified by the Auditors covering the respective risk parameters against which such deficiencies have been observed. The remediation of deficiencies will have to be done to the satisfaction of Auditors and/or NaBFID and the decision of NaBFID in this regard will be final. Failure to correct/resolve any deficiencies shall entitle NaBFID to exercise any remedies available to it under this RFE including the right to terminate the empanelment.
- C. Applicant further agrees that whenever required by NaBFID, it will furnish all relevant information, records/data to such auditors and/or inspecting officials of the NaBFID/Reserve Bank of India and/or any regulatory authority(ies). NaBFID reserves the right to call for and/or retain any relevant information /audit reports on financial and security review with their findings undertaken by the Applicant. However, Applicant shall not be obligated to provide records/data not related to Services under the Agreement (e.g. internal cost breakup etc.).

10. Sub-Contracting

Sub-Contracting is not permitted.

11. Confidentiality

NaBFID reserves its right to recall all NaBFID's materials including confidential information, if stored in Applicant's system or environment, at any time during the term of the Contract or immediately upon expiry or termination of Contract. Agencies shall ensure complete removal of such material or data from its system or environment (including backup media) to the satisfaction of NaBFID.

12. Code of Integrity and Debarment / Banning

- A. The Applicant and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the application process. Notwithstanding anything to the contrary contained herein, NaBFID shall reject application without being liable in any manner whatsoever to the Applicant if it determines that the applicant has, directly or indirectly or through an agent, engaged in corrupt/fraudulent/coercive/undesirable or restrictive practices in the application process.

- B. Applicants are obliged under this clause to Suo-moto proactively declare any conflicts of interest (pre-existing or as and as soon as these arise at any stage) in RFE process or execution of Contract. Failure to do so would amount to violation of this code of integrity.
- C. Any Applicant needs to declare any previous transgressions of such a code of integrity with any entity in any country during the last three years or of being debarred by any other procuring entity. Failure to do so would amount to violation of this code of integrity.
- D. For the purposes of this clause, the following terms shall have the meaning hereinafter, respectively assigned to them:

- “Corrupt practice” means making offers, solicitation or acceptance of bribe, rewards or gifts or any material benefit, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process or contract execution;
- “Fraudulent practice” means any omission or misrepresentation that may mislead or attempt to mislead so that financial or other benefits may be obtained or an obligation avoided. This includes making false declarations or providing false information for participation in a RFE process or to secure a contract or in execution of the contract;
- “Coercive practice” means harming or threatening to harm, persons or their property to influence their participation in the procurement process or affect the execution of a Contract;
- “Anti-competitive practice” means any collusion, bid rigging or anti competitive arrangement, or any other practice coming under the purview of the Competition Act, 2002, between two or more Applicants, with or without the knowledge of NaBFID, that may impair the transparency, fairness and the progress of the procurement process or to establish bid prices at artificial, non-competitive levels;
- “Obstructive practice” means materially impede NaBFID’s or Government agencies investigation into allegations of one or more of the above mentioned prohibited practices either by deliberately destroying, falsifying, altering; or by concealing of evidence material to the investigation; or by making false statements to investigators and/or by threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or by impeding NaBFID’s rights of audit or access to information;

- E. Banning from NaBFID For serious transgression of code of integrity, a delinquent Agencies (including their related entities) may be banned/debarred from participation in a process of NaBFID for a period not exceeding three years commencing from the date of debarment.

13. DISCLAIMER

1. This advertisement is not an offer by NaBFID, but an invitation to receive responses from the eligible Service Providers. The purpose of this advertisement is to provide the prospective Service Providers with information to assist preparation of their proposals.
2. This advertisement does not claim to contain all the information each service provider may require. Each service provider should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information contained in this advertisement and wherever necessary obtain independent advices/clarifications.
3. Bank may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this advertisement.

4. The Bank, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Service Provider under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this advertisement or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the advertisement and any assessment, assumption, statement or information contained therein or deemed to form or arising in any way for participation in this empanelment process.
5. The Bank also accepts no liability of any nature whether resulting from negligence or otherwise, howsoever caused arising from reliance of any Service Providers upon the statements contained in this advertisement.
6. The issue of this advertisement does not imply that the Bank is bound to empanel the service provider or to award the contract to the empanelled service provider.
7. Bank reserves the right to reject all or any of the proposal submitted by the Service provider without assigning any reason whatsoever.
8. Mere empanelment of the Agencies / firm does not guarantee any award of work/assignment by NaBFID.
9. The size of the panel and number of Agencies in panel shall be determined by the Institution from time to time based on the requirement.
10. Depending upon the requirement and number of applications received, the Institution reserves the right to shortlist the Agencies for empanelment.
11. Merely fulfilling the eligibility criteria will not confer any right on an applicant to be empanelled.
12. Post empanelment, the offer letter for considering engagement for specific assignment on case to case basis may contain certain terms and conditions, upon satisfaction of which the concerned Agencied shall be considered for engagement

14.Applicable Law

The law which is to apply to the Contract and under which the Contract is to be constructed shall be Indian Law. The Courts of Mumbai shall have exclusive jurisdiction in all the matters arising in the Contract including execution of Arbitration Award.

15. Notices

Any notice given by one party to the other pursuant to this RFE shall be sent to other party in writing or by email and confirmed in writing to other Party's address. The notice shall be effective when delivered or on the notice's effective date, whichever is later.

Place: Mumbai

Date : 27-03-2026

Authorised Official