

REQUEST FOR PROPOSAL (RFP)

FOR

“EMPANELMENT OF AGENCIES FOR CAR HIRE SERVICES PAN INDIA”

FOR

UBI Services Limited

504-506, 5th Floor, Centrum, S. G. Barve Road, Wagle Estate,
MIDC, Thane (W), Pin code – 400604.

**BID FOR EMPANELMENT OF FACILITY MANAGEMENT SERVICE AGENCY TO
SUPPLY HOUSEKEEPING & PANTRY STAFF**

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1. KEY INFORMATION: -

Sr No.	Particulars	Information / Details
1	Bid Reference Number	UBISL/ADMIN/2526/014
2	Bid Date	February 3, 2026
3	Bid Documents for	Empanelment of Agencies for Car Hire Services Pan India
4	Bid Commencement Date	February 3, 2026 (10:00 AM)
5	Pre-bid Meeting	February 6, 2026 (3:00 PM)
6	Last date and time of receipt of bid	February 16, 2026 (6:30 PM)
7	Date & time of opening bid documents	February 17, 2026 (3:00 PM)
8	Address for correspondence / communication	<p>Head – Administration UBI Services Limited Unit No. 504-506, 5th Floor, Centrum, Wagle Estate, Opp. Raila Devi Lake, Near Satkar Hotel, Thane West, Maharashtra – 400 604. Phone No.: 022 – 6930 3001 / 3023. Email: - tenders@ubisl.co.in</p>
9	Bids in a sealed envelopes should super scribe	<p>Bid Name: Bid Notification No.: Bid Date: <u>Bidder has to seal Technical Bid & Commercial / Financial Bid in two separate envelopes before putting them in one main/big Bid envelope.</u></p>

10	Contact Person	Mr. Martin Anandas (Asst. Manager – Administration) Mobile No. 98707 36003
11	Email	tenders@ubisl.co.in
12	Contact Number	022 – 6930 3001 / 3023
13	Bid & Other information available on	https://www.ubisl.co.in/tender.aspx

Note: All the rights are reserved by the UBISL for postponement or cancellation of the entire bid process, rejection of bids / individual bid etc. also to modify / add / remove any or all T&C without assigning any reason.

2. BACKGROUND: -

UBI Services Limited (“UBISL” or “The Company”) is a wholly owned subsidiary of Union Bank of India (UBI) engaged in various activities that range from distribution of Retail Loan products & manpower solutions to the Parent Bank. The Company is a Corporate Selling Agent of Parent Bank and into distribution of various retail and other loan products mainly of Home Loan, Car Loan, Education Loan, and MSME Loan etc. The Company is also providing manpower solutions to various department / process of parent Banks like Centralized Vendor Payment Cell (CVPC), Core Banking Solutions (CBS) Helpdesk, and Credit Compliance & Monitoring Cell (CMCC), etc.

3. INVITATION & PURPOSE OF BID:

UBI Services Limited (“UBISL” or “The Company”) invites quotations / tenders from Reputed Car Rental Agencies (“Bidder” or “Agency(ies)” or “Contractor”) to operate cars on rental basis on city tour in Mumbai and across pan India. A reputed Car Rental Agency shall be selected based on technical scrutiny followed by Financial Bid. Interested agencies fulfilling the eligibility criteria may submit their bids with supporting / required documents along with the enclosures as detailed therein.

The Empanelment of Car Rental Agencies to Supply cars on rental basis in Mumbai and pan India for a period one year and extendable for further period of three years on same on satisfactory services by the Agency as per the terms and conditions mentioned in RFP or Agreement (Contract Period). Initially the contract will be awarded for one year and the performance of the Agency will be reviewed on yearly basis and extended for further period of three years only if the performance of the contractor is found satisfactory and discretion to extend the contract for further periods will be solely of the UBISL.

4. SCOPE OF WORK:

The purpose of this RFP is to inform potential Bidders of a business opportunity and to solicit proposals for the Engagement of an agency for providing cars on rental basis in Mumbai and pan India. The company reserves its rights to change the assignment scope considering the size and variety of the requirements and changing business conditions. Detailed Scope of work is given in **Annexure I**.

5. ELIGIBILITY CRITERIA:

- The bidder must be legally registered as Registered Firm / Limited Liability Partnership/ Registered Domestic Company.
- The companies or organizations are eligible to conduct business of Car Rental Agency and in specified region.
- The bidder shall have at least three (3) years of experience in car rental business
- The bidder shall have a minimum turnover of Rs. 10 lakhs for the last financial year from the business of car rental business of car rental duly certified by Chartered Accounts ("CA").
- The bidder shall have PAN, S&E License, Registration of Ministry of Corporate Affairs and Goods and Services Tax Act ("GST").

- The bidder should be at least serving one Govt organization or PSU or Corporate entity for at least one year.
- The bidder should have all necessary statutory / regulatory approvals, certificates, and registrations etc.
- The bidder should have RTO registered vehicles as commercial vehicles and, in their names.
- The bidder should own fleet of at least ten commercial vehicles passenger carrying road vehicles (small segment / mid segment / luxury segment / SUV / coaches etc.)
- Vehicles to be provided by agency should not be older than four years and not be used more than one lakh kms. Cars should be in perfectly sound running condition and suitable for use.
- All the vehicles should be temperature control (A/C) except for where it is specified non-A/C.

6. Instructions to Bidders:

- Interested bidders, who can provide car rental services to the company and meet eligibility criteria, may respond.
- The bidder should also maintain confidentiality of information shared with them during the tenure of project.
- The bidders are required to go through the complete RFP documents thoroughly.
- Bidders must submit their offer in two bid systems i.e. Technical Bid and Commercial Bid in separate sealed covers. Envelopes should be super scribed as “Technical Bid” and Commercial / Price Bid” respectively.
- The main envelope containing two bids (technical & commercial in separate sealed covers), should be super scribed “Bid for Empanelment of Agencies for Car hire Services Pan India.”
- It is the sole responsibility of the bidder to ensure submission of the bid within due date and time. Submission by way of any other mode i.e. online / digitally is not allowed and will be considered invalid.

- Bidders can clarify their queries at pre-bid meetings (February 6, 2026 at 3 PM) to be held online and link and timing will be shared in advance. No individual consultation will be entertained. Bidders should nominate their officials to attend the pre-bid meeting by sending the authority letter on email id tenders@ubisl.co.in. Authority letters should contain the name, designation and email address of authorized officials and letters should be signed by the person authorized by the Board of Directors of the company.
- Technical bids will be opened on February 17, 2026 3 PM pm Bidders can attend meeting online at the time of opening of bids.
- If the pre-bid meeting and technical bid date being declared as a holiday, the revised meeting date will be communicated separately.
- The date of opening commercial bids will be informed to bidders through email after evaluation of technical bid documents.
- Bidder should submit / communicate the name, designation of the person who is authorized to attend pre-bid meeting and technical bid meeting with authorization letter.
- Commercial bid shall be opened for the bidders, who are found technically qualified as per the bid eligibility criteria and scope of coverage.
- Each page of the bid documents shall be signed by the bidder and company / firm seal should be affixed.
- The company reserves the right to reject a / all proposal without assigning the reason.
- The quotation should be valid for at least 90 days from the date of opening of the commercial bid, for finalization of bid process at our end and the quoted rate will not be revised within validity period.
- The Technical bid will have weightage of 70% and commercial bid will have weightage of 30%. Bidders getting highest score in Technical Bid will be ranked as T1, T2 and T3 and commercial bid score will be ranked on L1, L2 and L3 on the basis of their weightage marks.

Empanelment of Agencies for Car hire Services Pan India

The bid documents should be delivered / submitted in sealed envelopes and scribed as **“BID FOR EMPANELMENT OF AGENCIES FOR CARE HIRE SERVICES PAN INDIA”** to address mentioned above before last date of submission of bids. **The Bidder should compile two separate envelopes, one for technical bids (Documents and information) another for Financial / Commercial Bids with premium amount.**

The bidder can send their tender documents in soft copy via email to tenders@ubisl.co.in but documents should be password protected and password can be shared to Head Administration at the time of opening of bid documents which shall be communicated separately.

- The Bid / Offer should be complete in all respects and contain all information asked for in this document.
- The Company or UBISL may, at its discretion, extend this deadline for submission of bids by amending the RFP Document
- The Bid should be signed by the authorized signatory of the bidder. A Power of attorney or letter of authority to that effect shall be submitted by the bidder along with bid submission.
- All supporting documents / annexures should be duly signed and sealed by authorized signatories.

7. BID EVALUATION CRITERIA:

Bidder must qualify the technical eligibility criteria and should submit the required documentary proofs as indicated above. Bids which fail to qualify for any of the following criteria will be rejected. To evaluate the technical and commercial bid, the procurement committee constituted by the Company shall examine the documents furnished by the Bidder in the Technical Bid and Presentation to be given by the bidder. Only those bids which satisfy the Eligibility Criteria will be eligible for negotiation of quoted price.

7.1 Technical Bid: -

Sr No	Bidder Credentials	Supporting Documents	Max. Marks
1	The bidder should be legally registered as Registered Firm / LLP or Registered Domestic Company or Proprietorship Firm	A Self certified true copy of the Registration Certificate issue by Registrar of Firms (ROF), Ministry of corporate Affairs (MCA) and Shop & Establishment certificate issued by Appropriate Authority.	10
2	The bidder should have valid Registration of PAN, GST, S&E License, MSME etc.	Bidder must produce registration certificates / letters from various statutory authorities	15
3	The bidder should have minimum 5 cars fleet i.e. Swift Dezire / Hyundai X'cent / Innova Crysta / Ertiga / XL 6 / Ciaz etc. Vehicles should be registered as commercial /tourist vehicle in the name of agency or director, partner, proprietor etc.	Bidder must provide the registration certificates (RC) copies of the available cars	15
4	Bidder must have been empanelled by a Corporate clients, or Govt. Undertaking or PSU Bank	Bidder should submit a copy of the empanelment letter or purchase order issued by client.	15
5	The Bidder should have an average annual turnover of more than Rs. 10 lakhs during the last three financials years i.e. FY 2022-23, 2023-24 & 2024-25	Bidder should produce the audited financial statements for last three financial years or certificate from Chartered Accountant certifying the annual turnover for last three financial year.	15
7	Bidder should not have been blacklisted / debarred by any Corporate / PSU Bank / undertaking in last three years	Self-attested undertaking / certificate on bidders letter should be provided signed by authorized signatory	15
8	Bidder should have presence at least one city from Metro Locations i.e. Mumbai, Delhi, and Kolkata, Chennai.	Bidder should submit the list of office locations on their letter head including address, phone numbers and email id for all locations.	15
	TOTAL		100

Note: The certificate from practicing Chartered Accountants should mandatorily contain Unique Document Identification Number generated by ICAI

7.2 Financial / Commercial Bid: -

The Bidders should submit their quotation in the separate sealed envelope and should be super-scribed as “Bid for empanelment of Agencies for Car Hire Services pan India”. The rates for various categories of cars are to be indicated in the format given in Annexure V.

- The bidders are advised to quote the rates strictly in the format given in the Financials Bid (Annexure V).
- All applicable statutory deduction such as TDS, GST TDS, Surcharge, Cess, etc. will be made from the amount payable as per rules.

Annexure I: Scope of Services

The selected Car Agency shall provide commercial vehicles along with experienced licensed drivers to perform the following duties;

- Agency should provide transportation services within city limits for routine officials duties during local and outstation travel for official purpose.
- The vehicle must be registered as commercial vehicle and must carry valid documents including; Registration Certificate, Vehicle Insurance, Fitness Certificate, Pollution Under Control (PUC) certificate, Road tax and relevant permits etc.
- The vehicle shall be available from 7 am to 7 pm, Monday to Saturday (excluding public holidays), unless otherwise required for special duties like outstation travel, airport pick-up and drop etc. Extended hours or weekends duties shall be carried out on prior instructions.
- The vehicle must be properly cleaned and maintained daily. It should be equipped with seat belts, Air Conditions / Heater, First-aid Kit, Fire extinguishers, and other standard fittings.
- A detailed logbook of usage, fuel entries, distance travelled, and trip purpose must be maintained by the driver, each log entry should be authorised official travelling in the vehicle.
- The agency should be submit the logbook or log sheet to Administration Team of the Company on the monthly basis for verification.
- The driver shall be properly dressed, and shall maintained professional conduct and courteous behaviour at all time duties.
- The driver shall carry valid commercial driving license and agency should issue ID card and must comply with all traffic rules and regulations.
- In case of vehicle breakdown or driver absence, an equivalent replacement vehicle or driver must be arranged with one hour of intimation.
- The agency shall bear full responsibility for accidents, penalties, or violations due to negligence or non-compliance by the driver.
- The agency must comply with all applicable labour laws, traffic rules, RTO regulations, and government regulations.

Annexure II: Basic Information about the Firm

Sr. No.	Particulars	Remarks
1	Name of the Agency	
2	Address	
3	Telephone / Fax No.	
4	Name of the Authorised Person (AP)	
6	Designation of Authorised Person	
7	Mobile No. of AP	
8	Email ID of AP	
9	Year of Establishment	
10	Whether the Firm is Proprietor / Partnership Firm / LLP / Domestic Company	
11	PAN of the Firm (Attach self-attested photocopy of the PAN Card)	
12	Self-attested copy of GSTIN Certificate	
13		

Date:
Signature & Seal
Place:
Name:
Designation

Annexure II: Eligibility criteria Declaration
(To be provided by Bidder on their Letter Head)

To,

Head – Administration,
 UBI Services Limited,
 Unit No. 504-506, 5th Floor, Centrum,
 Wagle Estate, Opp. Raila Devi Lake,
 Near Satkar Hotel, Thane West,
 Maharashtra – 400 604.

**Sub: - Quotation for “Empanelment of Agency for Car Hire Services Pan India”
 for UBI Services Limited**

We have carefully gone through the content of the above-mentioned Bid documents and furnish the following information relating to eligibility criteria.

Sr No	Bidder Credentials	Supporting Documents	Documents Enclosed
1	The bidder should be legally registered as Registered Firm / LLP or Registered Domestic Company or Proprietorship Firm	A Self certified true copy of the Registration Certificate issue by Registrar of Firms (ROF), Ministry of corporate Affairs (MCA) and Shop & Establishment certificate issued by Appropriate Authority.	
2	The bidder should have valid Registration of PAN, GST, S&E License, MSME etc.	Bidder must produce registration certificates / letters from various statutory authorities	
3	The bidder should have minimum 5 cars fleet i.e. Swift Dezire / Hyundai X'cent / Innova Crysta / Ertiga / XL 6 / Ciaz etc. Vehicles should be registered as commercial /tourist vehicle in	Bidder must provide the registration certificates (RC) copies of the available cars	

Sr No	Bidder Credentials	Supporting Documents	Documents Enclosed
	the name of agency or director, partner, proprietor etc.		
4	Bidder must have been empanelled by a corporate clients, or Govt. Undertaking or PSU Bank	Bidder should submit a copy of the letter of the empanelment or purchase order issued by client.	
5	The Bidder should have an average annual turnover of more than Rs. 10 lakhs during the last three financial years i.e. FY 2022-23, 2023-24 & 2024-25	Bidder should produce the audited financial statements for last three financial years or certificate from Chartered Accountant certifying the annual turnover for last three financial year.	
7	Bidder should not have been blacklisted / debarred by any Corporate / PSU Bank / undertaking in last three years	Self-attested undertaking / certificate on bidders letter should be provided signed by authorized signatory	
8	Bidder should have presence at least one city from Metro Locations i.e. Mumbai, Delhi, and Kolkata, Chennai.	Bidder should submit the list of office locations on their letter head including address, phone numbers and email id for all locations.	
TOTAL			

We hereby confirm that the information furnished above is true and correct. We also note that, if there are any inconsistencies in the information furnished above, the bid is liable for rejection.

Date:

Signature & Seal

Place:

Name:

Designation

Annexure III: Past Track Service Record
(To be provided by bidder on their Letter Head)

**Sub: - Quotation for “Empanelment of Agency for Car Hire Services Pan India”
for UBI Services Limited**

List of similar clients (past & present)

Sr No.	Name of Client	Contact person's name & designation	Contact Number & email ID

Note: Enclose the copy of contract / agreement / purchase order / engagement letter etc.

Date:

Signature & Seal

Place:

Name:

Designation

Annexure IV: Declaration regarding Blacklisting / Non-Debarment
(To be provided in Bidders Letter Head)

Sub: - Undertaking regarding Blacklisting / Non-Debarment

To,

UBI Services Limited

Mumbai

We hereby confirm and declare that we, M/s----- is not blacklisted/Deregistered/debarred by any Corporate / Government department/ Public Sector Undertaking/ Private Sector/ or any other Bidder for which we have executed/undertaken the works/services during the last 03 years. If this declaration is found to be incorrect then without prejudice to any other action that may be taken, the tender if any to the extent accepted may be cancelled and any necessary action that UBISL deemed may be taken against undersigned.

Date:

Signature & Seal

Place:

Name:

Designation

Annexure V Financial / Commercial Bid

Price Bid for “Empanelment of Agency for Car Hire Services Pan India” at UBI Services Limited Head Office and Branches to be quoted for car hiring charges with Drivers.

Sr No.	Particulars	Swift D'zire	Hyundai X'cent	Honda City /Ciaz	Maruti Suzuki Etriga / XL6	Toyota Corolla Altis	Toyota Innova / Crysta
I	Monthly Contract (26 Days and 12 Hours a Day)						
1	Fixed charge for minimum 2000 kms.						
2	Rate per extra km beyond 2000 kms.						
3	Rate per extra hours beyond 12 hours per day						
4	Rate per extra day (12 hours) beyond 26 days						
5	Driver Allowance per day for outstation tour						
	TOTAL						
II	Daily Contract (8 Hours / 80 Kms) - Fixed						
1	Per Day Rate for 8 Hours / 80 Kms						
2	Rate per extra Kms (Beyond 80 Kms)						
3	Rate per extra hours (Beyond 8 hours)						
III	Daily Contract (4 Hours / 40 Kms) - Fixed						

Sr No.	Particulars	Swift D'zire	Hyundai X'cent	Honda City /Ciaz	Maruti Suzuki Etriga / XL6	Toyota Corolla Altis	Toyota Innova / Crysta
1	Per Day Rate for 4 Hours / 40 Kms						
2	Rate per extra Kms (Beyond 40 Kms)						
3	Rate per extra hours (Beyond 4 hours)						
IV	Outstation Duty for minimum chargeable 300 Kms per day						
1	Rate per Km						
2	Driver Allowance per day						
3	Rate per kms (Beyond 300 kms)						
V	Daily Contract (Total kms 50)						
1	Pick up and drop to Mumbai Internation Airport						
2	Pick up and drop to UBI Bhavan, Nariman Point						
3	Pick up and drop to Thane Wagle Estate						

Note :-

- ⊕ The bidders are advised to quote the rates strictly in the above given format in the Commercial bid.
- ⊕ The bidder should clarify about the toll and parking charges inclusive or exclusive in abovementioned rates
- ⊕ The GST applicable will be paid on actual basis and such as it shall not be included in the proposed rates.

The commercial bid should be submitted in separate sealed envelope and mentioned as " **Commercial Bid for Empanelment of Car Hire Agencies Pan India.**"

Date:

Signature & Seal

Place:

Name:

Designation

*** END ***