

N.Prof. 24.09.008/547

19 JUN 2019



ITALIAN EMBASSY CULTURAL CENTRE - NEW DELHI

EXPLORATORY NOTICE

Subject: Exploratory notice for requesting expression of interest to participate in the process of 'Human Resources Management Services' to provide Italian language teachers for the Courses of Italian Language and Culture offered (organized) by this Cultural Centre.

The Italian Embassy Cultural Centre in New Delhi intends to acquire the expression of interest in order to proceed to award a contract for 'Human Resources Management Services' to provide Italian language teachers for the Courses of Italian Language and Culture organized by this Cultural Centre held in the Centre and elsewhere.

This notice is intended to request expression of interest from potentially interested economic operators. It is not in any way binding for this Cultural Centre, which reserves its right to identify, at a later time, the number of suitable entities to whom a letter of invitation to present their offers could be sent.

The expression of interest is meant to communicate to the Italian Embassy Cultural Centre in New Delhi the availability and the willingness to present an offer.

All applicants admitted to participate will be required to demonstrate:

- 1) Registration with the Indian Registrar of Companies or with such authorities as the Government of India may prescribe for acting as provider of **Human Resources Management Services**;
- 2) Solid economic and financial capacity, substantiated through submission of the last balance sheet;
- 3) Not to be or having never declared bankruptcy, liquidation, compulsory administration, being owed financial credit or any other similar circumstances, and not having any of the above ongoing proceedings based on the legislation of the state the company belongs to.
- 4) To be up to date with tax payments according to the present legislation in the country of residence;
- 5) To be up to date with their workers' social welfare payments according to the present legislation in the country of residence;
- 6) Not to have received any kind of fine concerning safety according to what is established by competent Authorities and to be able to carry out their services conforming to the current regulations.

- 7) Not to have been subjected to equitable rescission due to own responsibility;
- 8) Technical and professional skills verifiable through a minimum of five years' previous experience in the requested service.

The applicant should submit a participation form (annex A) duly signed by the business owner or its legal representative. Together with Annex A, the Company shall attach all paperwork attesting they possess the qualifications for admission (certificates or self-assessments duly signed).

The application must be sent to Italian Embassy Cultural Centre 50E Chandra Gupta Marg, Chanakyapuri, 110021 New Delhi by e-mail to admin.iicnewdelhi@esteri.it or handed personally to the Administration Office of the Italian Embassy Cultural Centre between 9.30 a.m and 12.00 noon on any working day on or before the date specified, and must arrive before 12 noon of July 19th 2019

Type of service required:

Teachers of Italian language courses: standard, intensive or ad hoc courses, part-time/ full-time during the week days and during the week endings either in the Cultural Centre or elsewhere within the city and neighborhood of New Delhi as decided by the Cultural Centre

A coordinator for the above mentioned courses.

The service will require a minimum number of 6 teachers

It is essential that all employed staff possess excellent knowledge of Italian language with documentary proof of teaching experience in the subject. The Culture Centre reserves its right to verify their competence and has to give its prior approval.

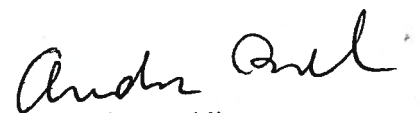
Further details on the frequency of the service, its time-table and working shifts will be provided in the letter of invitation.

The service shall be carried out mainly at the Italian Embassy Cultural Centre 50E Chandra Gupta Marg, Chanakyapuri, 110021 New Delhi, with the possibility of service outside the Centre within the city and neighborhood of New Delhi as decided by the Cultural Centre.

Please note this is a preliminary market research with a possibility for potential future negotiation.

Please note also that this is exclusively a request for expression of interest with the purpose of look out for potential interested applicants and therefore the Italian Embassy Cultural Centre reserves its right to suspend, modify or cancel the proceeding related to this notice without assigning any reasons whatsoever.

New Delhi, 19 June 2019



Andrea Baldi
Director

