



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 this Cultural Centre for the first 6 months of the year 2021.

The Italian Embassy Cultural Centre in New Delhi intends to acquire the expression of interest in order to proceed to award a contract, for the first 6 months of the year 2021, for 'Human Resources Management Services' to provide Italian language teachers for the Courses of 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 arrive before 12 noon of October 30th 2020 in a sealed envelope together with the Company name and contact details, specifying in the object:

"Exploratory notice for requesting expression of interest in participating in the selection for Providers of Italian language teachers for the first six months of the year 2021"

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.

Type of service required:

Teachers of Italian language courses: standard, intensive or adhoc 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.

- One Coordinator of the Italian language courses on full time basis (native persons only)
- Minimum 6 teachers of Italian Language (of any nationality, the number of teachers may vary according to courses started from session to session)

It is essential that the teachers possess excellent knowledge of Italian language with documentary proof of academic qualifications and teaching experience in the subject.

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

Duration of the contract: from 01.01.2021 to 30.06.2021 without any possibility of automatic renewal.

The service shall be carried out mainly at the Italian Embassy Cultural Centre 50-E 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, 12 October 2020
N. Prot: L4.09.011/446


Andrea Baldi
Director




*Italian Embassy Cultural Centre
New Delhi*

APPLICATION FOR EXPRESSION OF INTEREST

To: Italian Embassy Cultural Centre
50E Chandra Gupta Marg,
Chanakyapuri, 110021
New Delhi

The undersigned.....resident in.....
Legal representative of.....
Based in.....
Company Registration number.....
Telephone number.....email address.....
Express interest in participating in the negotiation process for selecting a company to **provide Italian language teachers for the first 6 months of the year 2021**

Under his/her own responsibility

DECLARES

- Not to be, either personally or as a Company, in any of the circumstances which might prevent from negotiating with the Public Administration;
- To be formally registered from the date of.....in the Company Registry with registration number.....;
- To have had an annual revenue of a minimum of INR 5,000,000.00 during the last three years;
- To have a minimum of 5 years' experience in the relevant field for the activity in question, to employ staff, with a valid liability insurance policy against professional risks covering for damages caused by the Company's employees to third parties during the execution of their service;
- To be up to date with tax payments and with their workers' social provident fund payments according to the law;

Authorised Signatory

Seal

N.B: Proof of identity of the signatory need to be attached.