



## EXPLORATORY NOTICE

**Subject: Exploratory notice for requesting expression of interest in participating in the selection for the following services:**

***“Human Resources Management Services” to provide Italian language teachers for the courses of the Italian Embassy Cultural Centre for the year 2024***

The Italian Embassy Culture Centre in New Delhi intends to acquire the expression of interest in order to proceed to award a contract for the year 2024 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 exclusively finalized to **request expression of interest** from potentially interested economic operators. It is not in any way binding for this Italian Embassy Cultural Centre, which reserves its right to identify, at a later time, the number of suitable subjects to whom will be sent a letter of invitation to present their offers.

The expression of interest is only finalized to communicate to the Italian Embassy Cultural Centre of Italy in New Delhi the availability to present an offer.

All Subjects admitted to participate will be required to demonstrate:

- 1) Registration with the Indian Register of Companies or in the professional or commercial bar of the Country of Residence;
- 2) GST registration number;
- 3) Solid economic and financial capacity, through submission of the last balance sheet;
- 4) 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.
- 5) To be up to date with tax payments according to the present legislation in the country of residence;
- 6) To be up to date with their workers’ social welfare payments according to the present legislation in the country of residence;
- 7) 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.
- 8) Not to have been subject to equitable rescission due to their own responsibility;
- 9) Technical and professional skills verifiable through a minimum of five years previous experience in the requested service.

The interested Company 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 by email before 12 noon of December 29th 2023** at the following address [admin.iicnewdelhi@esteri.it](mailto:admin.iicnewdelhi@esteri.it), specifying in the object:

**“Exploratory notice for requesting expression of interest in participating in the selection process of ‘Human Resources Management Services’ to provide Italian language teachers for the year 2024.”**

## **TYPE OF SERVICE REQUIRED**

Native and not native Italian teachers for Italian language courses held at the Italian Embassy Cultural Centre both in online and offline mode. The classes shall be carried out mainly at the Italian Cultural Centre (50-E Chandra Gupta Marg, Chanakyapuri, 110021, New Delhi) and on an online platform, with the possibility of service outside the Centre within the city of Delhi and neighboring areas as decided by the Cultural Centre. According to the demand, the courses can be held at different timings, from 8 am to 8 pm, including weekends. Standard courses are held over a period of three months (54 hours in total) during the entire year. If necessary, Standard courses of different durations will be organised. The number of teachers may vary according to courses started from session to session.

The teachers are paid per hour, according to the number of actual teaching hours. The compensation is 1100 INR per hour for Monday to Friday courses, and 1320 INR per hour for weekend courses. The payment shall be made on monthly basis. The successful applicant company will be responsible for the payment of any social security charges.

## **SPECIAL REQUIREMENTS**

It is essential that the teachers possess excellent knowledge of the Italian language with documented proof of academic qualifications and teaching experience. Non-native Italian teachers must possess one of the following:

- 1) a degree in Italian language and culture
- 2) a certification of level C1 or higher

**PLEASE NOTE THIS IS A PRELIMINARY MARKET RESEARCH,  
LEADING TO THE POTENTIAL FUTURE NEGOTIATION.**

Furthermore, please note that this is exclusively an exploratory notice with the purpose of researching potential subjects interested in the procedure and, therefore the Italian Embassy Culture Centre holds the right to suspend, modify or cancel the proceeding related to this notice.

New Delhi, 19/12/2023  
N.Prot. L4.09.011/



A handwritten signature in blue ink, written over the stamp. The signature is cursive and appears to be 'L. L. L.' or similar.