ISTITUTO ITALIANO DI CULTURA
NEW DELHI

INVITATION TO BID

Subject: Invitation to bid for the direct award of Human Resources Services for the provision of No.1 Information Services- Receptionist at this Cultural Institute for the Year 2024

The Italian Embassy Cultural Centre in New Delhi intends to acquire quotations in order to proceed to award a contract for 'Human Resources Management Services' to provide No.1 Information Services- Receptionist for the period January- June 2024 (6 months).
This notice is intended to request quotations from potentially interested economic operators.

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 quotation duly signed by the business owner or its legal representative. Together with the quotation, the Company shall attach all paperwork attesting they possess the qualifications for admission (certificates or self-assessments duly signed).

The application must arrive on or before Friday 15th December 2023 in a sealed envelope together with the Company name and contact details, specifying in the object:

"Invitation to bid for Providers of Human Resources Service for Information Service- Receptionist"

The quotation 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 10 am and 12.00 noon on any working day on or before the date specified.

Job description

The Contractor shall provide No.1 Information service- Receptionist, who shall work weekly 40 hours weekly (full time) in the Italian Embassy Cultural Centre in accordance with the terms and regulations of the office.

The duration of the contract: from 01.01.2024 to 30.06.2024 without any possibility of automatic renewal.

Special requirements

a) The Information Services- Receptionist must be fluent in English and Hindi. Some knowledge of Italian is considered an advantage.

b) The Information Services- Receptionist must have demonstrated excellent communication skills and previous experience as a receptionist in a governmental organisation;

c) The Contractor has to possess solid economic and financial capacity;

d) The Contractor has to provide an appointment letter and a company badge to the staff;

e) The Contractor must guarantee a salary no less than that currently received **(Attachment 1)** and taking into consideration the attached salary break up **(Attachment 2)**;

f) The Contractor has to ensure wages in consonance with the rising cost of living at New Delhi and anyway higher than the minimum wages;

g) The Contractor has to ensure the payment of insurance, provident fund, sickness, maternity benefits, timely and correctly as per local laws to the employee under his rolls;

h) The Contractor has to comply with State and Local Law relating to the leaves entitled to the staff;

i) The Contractor has to present monthly invoice on or before 28th day of Month;

j) The Contractor has to pay off salaries on or before 3rd day of next month;

k) The Contactor has to provide each month salary slips and proof of Provident Fund (essential condition for the payment of the invoice);

New Delhi, 30-11-2023
Nr. Protocollo: L4.09.011/652
CIG:

Il Direttore

Attachment 1

Category	Current Gross Salary	Current Net Salary in Hand
Information Services- Receptionist	₹36,000.00	₹32,400.00

Attachment 2

S.No.	Category	Number of People per Category
1	Information Services-Receptionist	1
		Total Per Year
	Total of the Contract (year 2024) without GST	

S.no.		Information Services-Receptionist
1	**Basic**	**30000**
2	**HRA**	2000
3	**Other allowance**	4000
6	**Gross Salary**	36,000.00
7	**PF deduction @12% on actual**	3600
8	**In Hand Salary**	32,400.00
9	**Employer PF @13% on actual**	3900
13	**Total**	39,900.00
14	**Agency Charges @-----**	
15	**Total**	
16	**GST @ 18%**	
17	**Grand Total including GST**	