

Annex 3



TENDER RULES FOR THE GRANTING IN CONCESSION, FOR VALUABLE CONSIDERATION, OF A PUBLIC PROPERTY PREMISES INTENDED FOR USE AS A CAFETERIA AND CATERING SERVICES FOR STUDENTS OF THE COURSES AT THE ITALIAN EMBASSY CULTURE CENTRE IN NEW DELHI AND FOR ITS MEMBERS

Tender Procedure

1. The date, location, and time for the first public session for the opening of the envelopes will be communicated to the legal representatives of the participants at least 7 (seven) days in advance via email to the address provided by each competitor in the participation request. In case of delegation, delegates must present a specific written delegation and a personal valid identification document, as well as a readable copy of the identification document of the person delegating.
2. The various procedural phases of the tender will be carried out by a special Committee, which will be appointed after the deadline for the submission of offers has passed.
3. During the first public session, the established Committee will proceed in the following order:
 - Identify the attendees and record their presence;
 - Verify the integrity and timely receipt of the envelopes, excluding any offeror in the event of discrepancies, and seal the envelopes;
 - Open the envelopes in chronological order of receipt, verifying the presence and integrity of the "A," "B," and "C" envelopes; excluding the offeror in case of no compliance;
 - Seal/Sign all internal envelopes;
 - For each application, open envelope "A" and verify the presence, completeness, and formal regularity of the documents inside, signing each document contained within.

The Committee will then hand over the "A Envelopes" to the R.U.P. (Responsible Officer), so that the latter can proceed with a detailed examination of the documents.

4. After the examination of the documentation in envelope "A," and following the reconvening of the concerned participants, the Committee will meet in a public session to:
 - Communicate the outcome of the evaluation of the documentation submitted by the competitors, as well as any exclusions;

- Open envelope "B - Technical Offer" submitted by the competitors admitted to the next phase of the tender, and verify the presence, completeness, and formal regularity of the documents within.

The Committee's work will continue in a private session, on one or more days, to examine the technical offers and assign technical scores.

5. Subsequently, in a public session, after reconvening the concerned participants, the Committee will proceed:
 - To communicate the outcome of the examination of the technical offers and the scores assigned to each offer;
 - To open envelope "C - Economic Offer" of the admitted competitors, noting any obvious irregularities;
 - Read out the economic offers.
6. In a private session, the Committee will proceed:
 - To assign scores related to the mentioned economic offers according to the guidelines of Article 14 of the tender notice;
 - To determine the total scores for each competitor by summing the scores obtained in the evaluation of the technical offers and those assigned to the economic offers;
 - To draft the ranking list of the tender;

On the same day, or at a later time, following the reconvening of the concerned participants, the President of the Evaluation Committee will publicly announce the ranking.

If two or more participants have tied for the first place with the same score, the R.U.P. will invite those participants, if present at the tender session, to improve their offers. If only one of the participants with the tied score is present and presents an improvement, the latter will be considered for the ranking. If none of the offerors ranked first with the same score is present, or if the tie remains after the improvements have been made, the successful bidder will be determined by a draw according to Article 77, paragraph 2, of Royal Decree 827/1924.

If the offers are deemed not anomalous and the R.U.P. does not deem it necessary to assess the offer's consistency, the Committee will propose the award to the competitor ranked first in the final ranking.

The Responsible Officer/RUP

Leonilde Callocchia