



PUBLIC TENDER NOTICE

Subject: PUBLIC TENDER PROCEDURE, PURSUANT TO ARTICLE 2 OF THE DECREE OF THE PRESIDENT OF THE REPUBLIC OF SEPTEMBER 13, 2005, NO. 296, 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 INSTITUTE OF CULTURE AND FOR ITS MEMBERS.

Granting Authority

Name: Italian Embassy Cultural Centre, New Delhi

Address: 50 E, Chandragupta Marg, Chanakyapuri, New Delhi 110021

Website: <https://iicnewdelhi.esteri.it>

Responsible Officer (RUP): Leonilde Callocchia

PEC (Certified Email Address): iic.newdelhi@cert.esteri.it

Email Address: iicnewdelhi@esteri.it

1. NATURE OF THE GRANT

Granting of a public property premises for valuable consideration under Article 1 of DPR 296/2005.

2. OBJECT AND DURATION OF THE CONCESSION

In accordance with the provisions of DPR 296/2005, the Italian Embassy Culture Centre in New Delhi (granting authority), through this public tender, is selecting the economic operator to whom it will grant the premises for use as a cafeteria and catering services for students of the Institute's courses and for its members.

The concession concerns a total area of 362 square meters, which includes an indoor room and an outdoor space, the floor plan of which is attached to this notice (Annex 5). The

premises are adjacent to the premises of the Italian Embassy Culture Centre located at 50-Chandragupta Marg, Chanakyapuri, New Delhi.

Pursuant to Article 4 of DPR 296/2005, the concession has a duration of **6 years** (72 months), starting from the date of handover of the premises.

3. BASE AUCTION PRICE OF THE RENT

The annual rent amount due to the Italian Embassy Culture Centre of New Delhi is INR 2,640,000 (equivalent to € 29.269,75 at the official exchange rate of 90,1955 on date 28/01/2025), payable in 12 equal monthly instalments. The amount of the annual rent is subject to indexing based on the local cost of living, according to the rental price index published by the local National Statistics Institute.

The total rent amount placed as the auction base for the entire duration of the concession is INR 15,840,000 (equivalent to € 175.618,51 at the official exchange rate of 90,1955 on date 28/01/2025).

4. PROCEDURE AND AWARD CRITERIA

The award of the concession, under Article 2 of DPR 296/2005, follows a public procedure through public auction and is determined based on the criterion of the most advantageous offer, presented in an upward bid compared to the base auction price.

The concession will be awarded to the bidder who, meeting the requirements specified in this call, offers the best conditions among those listed in the call.

The Institute reserves the right to award the tender with at least one valid offer and to not proceed with the award if none of the offers are deemed valid.

The Italian Embassy Culture Centre reserves the right, at any point in the process, to revise the public interest conditions concerning the rental of the premises, to revoke the entire procedure or part of it, and to not proceed with the award even if valid offers are received, without any claim for compensation or other rights for the participants and potential awardees.

The drafting of the concession agreement will occur only after the successful verification of the bidder's compliance with all objective and subjective requirements stated in the call and in the regulation. The effectiveness of the award, according to Law 20/1994, is also subject to the adoption of the relevant acts by the Italian Embassy Culture Centre, regulating the relationship between the concessionaire and the Institute, and after approval by the competent central authorities.

Failure to commence the planned activities within the prescribed time will be considered, in all respects, a breach of contract and will result in the revocation of the concession.

The Italian Embassy Cultural Centre reserves the right to verify the proper application of the obligations of the concessionaire throughout the duration of the concession, requesting, by

written communication, to comply with the norms within one month in case of discrepancies. Failure to comply may result in contract termination.

The Italian Embassy Cultural Centre reserves the right to revoke the concession agreement if the premises are needed for institutional purposes.

The concessionaire bears all operational risks related to managing the service in the conceded premises.

5. OBLIGATIONS OF THE CONCESSIONAIRE

5.1) Use of the premises

The following shall be borne by the Concessionaire:

- a) Ordinary maintenance expenses as well as the responsibility for the security of the premises and equipment owned by the Italian Embassy Culture Centre, and any charges related to the premises, including utilities (electricity, gas, phone, etc.).
- b) Expenses related to the annual rent to be paid to the Italian Embassy Culture Centre in 12 equal monthly instalments.
- c) Expenses related to the setup and organization of the premises, including additions or improvements, which, upon termination, will become the property of the Italian state free of charge.

5.2) Characteristics of the food offer

The concessionaire commits to:

- a) Starting the service within one month after receiving the notification from the Italian Embassy Culture Centre about the approval of the acts related to the procedure by the Italian Government control authorities and carrying it out in accordance with current regulations and the procedures outlined in the present call and regulations.
- b) Ensuring the operation of the café/restaurant throughout the duration of the concession, with the following opening hours: 9:00 AM to 11:00 PM every day of the week.
- c) Modifying the food offer seasonally, which must always include at least 80% Italian traditional dishes. Seasonal menu changes must be approved in advance by the Italian Embassy Culture Centre
- d) Maintaining high standards of food quality and ingredient sourcing.
- e) Considering the following price guidelines for the menu:

	Average Price (INR)	Maximum Price (INR)
Starters	450	670

First courses	560	1,050
Main courses	850	1,600
Desserts	450	500
Pizza	550	700

Any price revision request can only occur after the second year of the contract and must be mutually agreed upon.

f) Offering a 15% discount on the food offer (excluding café and similar items/beverages) to the Embassy staff, Culture Centre staff, and language course students, during the hours of 12:00 PM to 3:00 PM.

g) Considering dietary requirements of the costumers and ensuring a sufficient offer for those needing specific diets (e.g., vegetarians, vegans, gluten-free, etc.).

h) Collaborating with the Italian Embassy Culture Centre on events and initiatives related to Italian gastronomic culture.

5.3) Hygiene Standards

The concessionaire must implement measures to ensure the best hygiene conditions during the preparation of food and beverages, maintaining high standards of hygiene in both public areas and workspaces.

The concessionaire must provide HACCP certification for all staff working in the concession premises.

The concessionaire is required to conduct annually and at its own expense, an external food audit on the hygienic-sanitary adequacy of the premises based on HACCP (Hazard Analysis and Critical Control Points) principles, with results to be communicated to the Italian Embassy Culture Centre.

5.4) Safety

The concessionaire must adopt necessary measures to ensure the health, safety, and well-being of the staff and third parties, and must comply with all regulations concerning workplace safety and accident prevention, including those set by Legislative Decree 81/2008, where applicable.

The concessionaire must have a third-party liability insurance policy covering both employees and third parties.

Any change in the personnel employed must be communicated in advance and authorized by the Italian Embassy Culture Centre.

5.5) Minimum Environmental Criteria

The catering service must be based on efficient and sustainable management practices, both environmentally and socially, according to legal requirements and voluntary national/international standards, to:

- Further qualify the catering service by enhancing the quality perceived by users.

- Ensure a functional and pleasant environment for meal consumption.
- Protect the health of workers and consumers.
- Guarantee the preparation and presentation of healthy and tasty dishes using good cooking practices and techniques aligned with Mediterranean dietary principles.
- Optimize resources, reduce waste and food loss, by focusing on seasonal products, and minimize the environmental impact of processes, including a plan for waste oil disposal.

6. ELIGIBLE APPLICANTS AND CONDITIONS OF PARTICIPATION

Applicants must meet, under penalty of exclusion, the requirements outlined in Annex 2 (Single Document of Requirements - DUR), as well as the qualifications specified in Annex 1.

The absence of exclusion grounds and possession of the special requirements are certified through a self-declaration or sworn statement before the competent authority, in accordance with the form in Annex 2. The economic operator authorizes the concessionaire to verify the truthfulness of the declarations regarding the possession of the required qualifications with the competent authorities.

Failure to meet even one of the requirements in Annex 2 will result in exclusion.

A site inspection of the premises subject to the concession is a mandatory condition for admission to the tender submission. The applicant must therefore carry out the site visit no later than the day **15th February, 2025**. The premises can be inspected together with a representative of the Italian Cultural Institute, by appointment to be arranged by phone or email at the following contacts:

Email: admin.iicnewdelhi@esteri.it

Phone: 0091 11 26871901

This inspection, for which a report will be drawn up and signed by the Responsible Officer (or their delegate) and the applicant, is a necessary condition for submitting the offer. Therefore, offers from applicants who do not sign the aforementioned report will not be considered.

7. PROFESSIONAL REQUIREMENTS AND ECONOMIC AND FINANCIAL CAPACITY

Economic operators who meet the following requirements by the deadline of this notice are eligible to participate in the tender:

7.1. Should have registration of business firm in GST office or in one of the professional or commercial registers of the country of residence (GST Registration) for activities related to the subject of the concession (cafeteria and catering services), and possession of the following license:

- FSSAI License

7.2. Should have at least 3 consecutive years of ongoing catering service in premises where recipes from Italian culinary tradition are served predominantly (at least 80%).

7.3. Should have adequate economic and financial capacity, particularly having had a minimum annual turnover in the relevant business sector for the last three available fiscal years (2022 – 2023 – 2024) of INR 30,000,000 excluding GST.

This requirement is set to select operators with sufficient economic and financial capacity to ensure an adequate quality level for the services; it also considers the complexity of the services, which requires a solid organizational structure capable of meeting the conditions outlined in the tender for the entire duration of the contract.

Applicants must declare awareness of the penalties under current regulations and the potential disqualification from participation in the tender under the Presidential Decree No. 445 of December 28, 2000, in case of false declarations or document falsification.

Failure to meet even one of the above requirements will result in exclusion.

8. EVALUATION CRITERIA

The evaluation committee will assess the following elements, each of which will be assigned a score that contributes to the concession award:

8.1 In-depth knowledge of Italian gastronomic culture – Applicants should attach any relevant documentation, including, but not limited to:

- a) Organization of cultural and/or media events related to Italian cuisine or other relevant activities
- b) Publications on the subject
- c) Awards and certifications obtained
- d) Reviews in specialized magazines

Related to a),b),c) and d), particularly favourably will be considered events organized in Italy and publications, awards, and reviews obtained in Italy.

8.2 Ability to ensure service quality – Applicants should provide a staff plan, with brief profiles of the chefs and service staff. The service staff must have good proficiency in English and experience working with international clients.

8.3 Presentation of an affordable menu – Applicants should submit an initial menu proposal for the first 4 months of the restaurant's operation, keeping in mind that this menu may be enriched with other seasonal offerings. The menu must exclusively feature dishes from Italian culinary tradition, with the acceptance of a limited number of Mediterranean dishes.

The menu must also include sandwiches and similar items, and café products.

Additionally, at least two meal combinations (starter + first course, and starter + second course) must be offered in the price range of 800/1100 rupees, affordable for students of the Italian Embassy Culture Centre.

8.4 Ability to set up the space/dining areas in line with the promotion of Italy's image abroad – Applicants should submit a preliminary project for the interior and exterior setup of the space/area subject to the concession.

9. CAUSES OF EXCLUSION

In addition to the causes of exclusion explicitly stated, the following will also result in exclusion:

- a) Failure to comply with the provisions of current legislation
- b) Uncertainty about the content or origin of the offer
- c) Lack of signature or other essential elements of the offer
- d) The integrity of the envelope containing the offer or participation application is compromised, or any irregularity concerning the sealing of the envelope that may violate the principle of confidentiality of the offers.

Any substantial and formal irregularities in the required documentation will invalidate the offer, which will be excluded from the procedure, unless rectified as provided by law.

10. SUBCONCESSION

It is forbidden to grant the concession, either temporarily or permanently, in whole or in part, directly or indirectly, as a sub-concession under this tender.

11. TERMS FOR PARTICIPATION IN THE TENDER

To participate to the tender, interested economic operators must submit, under penalty of exclusion, the participation form and all required documentation, drafted on plain paper and using the provided template (Annex 2), in either Italian or English. The documentation must be received by the **deadline of MARCH 1ST 2025 at 5 PM** through one of the following methods:

- Hand delivery at the Italian Embassy Culture Centre in New Delhi (50 E Chandragupta Marg Chanakyapuri, New Delhi) during office hours (Monday to Friday, excluding holidays, from 10 am to 5 pm). A receipt signed by the Responsible Officer (or their delegate) will be provided, including the protocol with the date and time of delivery.
- By postal service to the Institute's address.

The submission of documentation is at the sole risk of the candidate/economic operator, and the Italian Embassy Culture Centre assumes no responsibility if the package does not arrive at the destination address by the indicated deadline, due to postal errors, other causes, or any other reason.

This applies even to packages sent via registered mail or other carriers, with the postal stamp date being irrelevant. Such packages will not be opened and will be considered as not delivered.

They will be kept for a maximum of three months, during which they may be returned to the candidate/economic operator upon written request.

For the purpose of verifying compliance with the submission deadline, the only valid reference will be the stamp of the protocol from the Italian Embassy Culture Centre, indicating the delivery date. The time will be recorded if the package arrives on the final day for submission.

Participation in the tender implies full and unconditional acceptance of all the provisions in the tender notice, the tender regulations, and the attached documents.

12. PARTICIPATION REQUEST

Each participant must submit, by March 1st 2025 at 5 pm a non-transparent envelope with the sender's information.

The envelope must also bear the following statement:

“DO NOT OPEN. Public bidding procedure for the granting of a state-owned space at the Italian Embassy Culture Centre in New Delhi for use as a cafeteria for students and members of the Institute.”

The envelope must be sealed and countersigned at the closure flaps and must be sent to the following address:

Italian Embassy Cultural Centre,
50-E Chandragupta Marg, Chanakyapuri,
110021- New Delhi

Packages missing the above information will not be considered.

The package must contain, under penalty of exclusion from the tender, only THREE sealed envelopes, each signed at the closure flaps, containing the following:

- ENVELOPE A - Participation request
- ENVELOPE B - Technical offer
- ENVELOPE C - Economic offer

Any documents or declarations outside of envelopes "A", "B", and "C" will result in exclusion from the tender, as will incorrect placement of documents in the envelopes.

13. CONTENT OF THE ENVELOPES IN THE PACKAGE

13.1. Envelope "A - Administrative Documents"

The "A - Administrative Documents" envelope must contain the following documentation:

a) The Documento Unico dei Requisiti -Single Document of Requirements (Annex 2), in which the economic operator certifies the absence of exclusion grounds and the possession of any special qualification requirements, signed by the legal representative of the candidate or a legal proxy, along with a photocopy of the identity document(s) of the signatory/ies.

- b) Any power of attorney confirming the powers of the signatory, under penalty of exclusion.
- c) Commitment by the economic operator to maintain the irrevocable offer for 180 days from the submission deadline and willingness to extend it for an additional 90 days upon request from the grantor.
- d) Declaration confirming a site visit to the premises, issued by the Responsible Officer or their substitute, and acknowledgment of the premises' floor plan (a photocopy may be attached as a substitute).

If any documents are missing, incomplete, or irregular, the grantor will provide the economic operator with a deadline of no more than ten days and no less than five days to rectify the required declarations. If the deadline expires without compliance, the economic operator will be excluded from the tender.

Irregularities that prevent identification of the content or the responsible party will be deemed essential and non-remediable.

13.2. Envelope "B - Technical Offer"

In the "B - Technical Offer" envelope, the economic operator must present their best technical offer, in accordance with the minimum requirements outlined in Section 1 of Annex 1 (technical specifications and any special qualification requirements) and Article 7 of this tender notice.

The "B - Technical Offer" envelope must contain, under penalty of exclusion from the tender, the following documents covering the various points constituting the minimum requirements (Articles 7.1, 7.2, and 7.3 of this notice) and evaluation criteria:

Minimum Requirements:

- 1) Professional licenses:
 - a) FSSAI License
- 2) Financial statements or extracts, approved as of the submission deadline, for the last three financial years (2022 – 2023 – 2024)
- 3) Menus from the last 3 years of catering services in establishments where Italian dishes (constituting at least 80% of the menu) are predominantly served.

Evaluation Criteria

1) In-depth knowledge of Italian gastronomic culture, with examples such as:

- a) Organization of cultural or media events on Italian cuisine
- b) Publications on the subject
- c) Awards or certifications obtained

d) Reviews in specialized magazines

Events organized in Italy and publications, awards, and reviews obtained in Italy will be viewed particularly positively.

2) Ability to ensure service quality:

A staffing plan must be presented.

3) Proposal for a menu at affordable prices for students of the Italian Cultural Institute:

A proposed menu must be provided, which, if awarded the concession, will serve as the basis for the first 4 months of cafeteria operation.

4) Ability to set-up spaces/dining areas in line with promoting Italy's image abroad:

A preliminary design for the layout of both the exterior and interior spaces of the concession area must be presented.

While maintaining compliance with the minimum requirements, points will be awarded based on the evaluation grid set out in Article 14 of this tender notice.

The offer must contain the name of the economic operator and be signed by the legal representative or the proxy, with a copy of a valid identity document.

The inclusion of any element of the economic offer in this envelope will result in exclusion from the procedure.

The granting authority may request clarifications regarding the technical offer, providing the economic operator with a deadline of no more than ten days and no less than five. The clarifications cannot alter the technical offer.

Documentation related to the Evaluation Criteria need to be submitted in separate, stapled folders for each of the points listed above (1 to 4)

Documents provided not in English language nor in Italian language must be accompanied by a translation into one of these two languages.

13.3. Envelope "C - Economic Offer"

In the "C - Economic Offer" envelope, the economic operator must present their best economic offer for the requested service. The "C" envelope must contain, under penalty of exclusion:

The offer declaration, indicating the annual amount, both in numbers and words, offered by the operator **above the base auction amount**, corresponding to the concession fee due to the

Italian Embassy Culture Centre for the use of state-owned spaces within the Embassy of Italy compound in New Delhi.

The offer must contain the name of the economic operator and be signed by the legal representative or the proxy, with a copy of a valid identity document.

The contracting authority may request clarifications regarding the economic offer, assigning a deadline of no more than ten days and no less than five. The clarifications cannot alter the economic offer in any way.

Offers will be excluded from the tender if the economic offer is included in Envelope A or Envelope B.

14. CRITERIA FOR SELECTING THE CONCESSIONAIRE AND EVALUATING THE OFFERS

The award criterion is the economically most advantageous offer, determined based on the best quality-price ratio, by summing the scores obtained from the Technical Offer and the Economic Offer, allocated according to the following scheme:

CRITERION	DESCRIPTION	MAXIMUM SCORE
Technical Score (PT)	Technical Offer	80
Economic Score (PE)	Economic Offer	20
Total Score (Pt + Pe)		100

14.1 Attribution of the Technical Score

The score for the technical offer (max 80 points) is divided as follows:

DESCRIPTION	MAXIMUM SCORE
1. In-depth knowledge of Italian gastronomic culture	25
2. Ability to ensure service quality	25
3. Presentation of a menu at affordable prices for students of the Italian Cultural Institute	15
4. Ability to set up the spaces/dining areas in line with promoting Italy's image abroad	15
Maximum Technical Score	80

14.2 Attribution of the Economic Score

The score for the economic offer will be assigned as follows: the competitor/economic operator offering the highest bid will be awarded the maximum score of 20 points. Other

competitors will be assigned a number of points proportional to the difference from the highest bid, according to the following formula:

$$PE = M \times (OV / OE)$$

PE: economic score

OE: economic offer with the highest bid

OV: economic offer under evaluation

M: maximum economic score (20 points)

Offers that are equal to or below the base amount of the tender, or conditional offers, will not be considered.

15. EVALUATION COMMITTEE

1. The Evaluation Committee is appointed after the deadline for the submission of bids and consists of 5 members, selected based on professionalism and experience requirements. The committee members must not have performed any other technical or administrative function related to the assignment in question. The Evaluation Committee is responsible for evaluating the technical and economic offers of the bidders based on the criteria and formulas outlined in the previous Article 14.
2. The composition of the Evaluation Committee will be published on the granting authority's official website.
3. The Evaluation Committee is responsible for evaluating the technical and economic offers of the bidders. It may meet using electronic methods that ensure the confidentiality of communications.
4. The RUP (Responsible Officer) may request the assistance of the Evaluation Committee for the verification of administrative documentation and the evaluation of offer anomalies.

16. AWARDING PROCEDURE

1. The concession will have a duration of 6 (six) years.
2. The effectiveness of the concession is subject to the adoption by the Italian Embassy Culture Centre of the acts regulating the relationship between the concessionaire and the aforementioned Institute, following approval by the competent central authorities.
3. The fulfilment of the conditions and requirements indicated in this notice and in the tender specifications constitutes essential conditions for the signing of the concession agreement in case of award. These conditions are immediately binding on the successful economic operator, while the Italian Cultural Institute will only be bound after a positive verification of the required qualifications and following the approval of the tender documents by the competent Italian authorities.

4.The successful economic operator is required to promptly communicate any changes in the corporate structure.

17. ANOMALY OF THE OFFER

1.It is the responsibility of the granting authority to assess the anomaly and/or adequacy of the offer as a whole. The granting authority reserves the right to verify any offer that, based on other elements, appears unreasonably high and unsustainable. The seriousness, sustainability, and feasibility of the offer will also be evaluated.

2.The RUP may request the bidder to provide explanations, if necessary, indicating the specific components of the offer deemed anomalous, assigning a strict deadline from the receipt of the request.

3.No justifications will be accepted regarding minimum wage rates and security charges required by the law.

4.The RUP will exclude offers that, based on the examination of the explanations provided, are found to be unreliable overall.

18. AWARD

1.The award proposal is made in favour of the bidder who submitted the best offer.

2.The granting authority reserves the right to proceed with the award even in the presence of only one valid offer if deemed adequate and convenient. Also, in the case where no offer is deemed convenient or suitable in relation to the subject of the contract, the granting authority reserves the right not to proceed with the award. Furthermore, in case of cancellation or revocation of the procedure, no legitimate reliance on the conclusion of the procurement procedure, nor any claim for compensation, reparation, or indemnity for the costs incurred for participating in the procedure, can be invoked by the bidders or third parties.

3.The award is made after a positive verification of compliance with the required qualifications as prescribed in this notice and is immediately effective. The granting authority will notify the award to all bidders within five days.

4.In case of a negative outcome of the verifications, the bidder will be excluded, and the provisional guarantee (if required) will be forfeited. In the case of Italian economic operators, a report will be sent to the ANAC. The ranking list will then be proceeded with.

5.The successful bidder will bear all eventual contractual expenses.

19. PROTECTION OF PERSONAL DATA

1.The granting authority guarantees the protection of the personal data provided by the economic operator in accordance with the current regulations in Italy regarding the protection of individuals with respect to the processing of personal data, for which information is provided in Annex 2.

2.By signing the information notice, the economic operator gives consent to the processing of the aforementioned personal data by the Client, including the required verifications.

20. APPLICABLE LAW AND COMPETENT COURT

1.The contractor selection procedure is governed by Italian law, specifically by DPR 296/2005.

2.Disputes relating to this assignment are subject to the exclusive jurisdiction of the Regional Administrative Court (TAR) of Lazio - Via Flaminia 189, 00196 Rome RM (Italy).

21. CLARIFICATIONS AND COMMUNICATIONS

Any clarifications regarding the submission of offers can be requested exclusively by submitting written questions to the Responsible Officer by **16th February, 2025**. The questions should be sent to the following e-mail address: admin.iicnewdelhi@esteri.it. Clarifications will be provided by the same means to all bidders by 20th February, 2025. For anything not expressly covered and regulated by this notice and the tender specifications, the applicable provisions will be those provided in the relevant laws, particularly:

- Presidential Decree No. 296/2005: "Regulation concerning the criteria and methods for granting the use and lease of state-owned properties"
- Law No. 241 of August 7, 1990: "New rules on administrative procedures and access to administrative documents"

22. TENDER DOCUMENTATION AND PUBLICITY

1.The following documents are an integral part of this notice:

- Annex 1 (Object of the Concession)
- Annex 2 (Single Document of Requirements DUR- participation application)
- Annex 3 (Tender Specifications)
- Annex 4 (Regulation for the Use of conceded space -Template)
- Annex 5 (Floor Plan of the premises)

2.The tender documentation will be published in full:

- on the IIC New Delhi website: <https://iicnewdelhi.esteri.it/it/>
- on the Embassy of Italy in New Delhi website: <https://ambnewdelhi.esteri.it/it/>

New Delhi, 30th January, 2025

Section 1
OBJECT OF THE CONCESSION
(Technical Specifications)

A premises of 362 square meters adjacent to the headquarters of the Italian Cultural Institute in New Delhi, to be used for cafeteria and catering and services.

Duration of the concession: 6 years.

SPECIAL QUALIFICATION REQUIREMENTS

1. Registration in the Business Register or one of the professional or commercial registers of the country of residence (GST Registration) for the primary activity related to the subject of the concession (management service for cafeteria and catering) and possession of the following licenses and certifications: FSSAI License.
2. 3 consecutive years of experience, currently ongoing, in catering services at establishments where dishes of Italian culinary tradition are primarily served – in a proportion of 80% or more.
3. Adequate economic and financial capacity, particularly a minimum annual specific turnover in the sector of the concession's activity for the last three available financial years (2022 – 2023 – 2024) of INR 30,000,000 excluding GST.

Section 2
TECHNICAL OFFER EVALUATION GRID

DESCRIPTION	MAXIMUM SCORE
1. In-depth knowledge of Italian gastronomic culture	25
2. Ability to ensure the quality of the service	25
3. Presentation of a menu at affordable prices for students of the Italian Cultural Institute	15
4. Ability to set up the spaces in line with the promotion of Italy's image abroad	15
Maximum Technical Score	80

SINGLE DOCUMENT OF REQUIREMENTS -DUR

PART I
INFORMATION ON TENDER PROCEDURE AND GRANTING AUTHORITY

Name:	<i>ITALIAN EMBASSY CULTURAL CENTRE, NEW DELHI</i>
Title or brief description of the tender:	<i>CONCESSION OF PUBLIC SPACE FOR THE USE OF CAFETERIA</i>

ALL THE INFORMATION REQUIRED BELOW MUST BE PROVIDED BY THE APPLICANT

PART II: INFORMATION ON ECONOMIC OPERATOR

A. Identification Data on Economic Operator	Answer:
Denomination:	
National Identification number, if applicable (PAN number, GST Number, registration number...)	
Mail Address:	
Referent: Telephone: E-mail: (web site) (if available):	

B. Prospective Representatives of the Economic Operator:	Answer:
Name (Middle names and Surname)	[.....]
Date and Place of Birth	[.....]
Designation/Role:	[.....]
Mail Address:	[.....]
Telephone:	[.....]
E-mail:	[.....]
If required specify the type of Representation (typology, dimension, purpose):	[.....]

PART III: DISQUALIFYING GROUNDS

A: Disqualifying grounds related to penal convictions

Is excluded from the selections whoever has been convicted to final decision on criminal matters, in Italy or in the Country where the tender takes place, for one or more of the following reasons: (1) participation in criminal organization; (2) corruption; (3) fraud; (4) terrorist offences or crimes related to terrorist offences; (5) launder of proceeds from criminal activities or terrorism founding; (6) Child labor and other human trafficking forms; (7) any other crime that forbids from interacting with public administration. The relevant scenarios for the disqualification are the ones considered by the Italian Law, and:

- In European Union member states, the scenarios mentioned in the internal legislation in reference to article 57 of the directive 2014/24/EU;
- In the States not part of the European Union, the equivalent scenarios considered by the Local Criminal Code.

A. Ground related to penal convictions	Answer:
1) Has the economic operator or a member of the associated directional and security teams or anybody with representative, decisional and control powers on behalf of the economic operator been convicted for one of the grounds mentioned here above with final decision pronounced no more than five years ago or following which an exclusion period is still applicable as per ruling?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2) In case of affirmative answer, please provide the following details (repeating, if necessary, for each case): a) the date of the conviction, under which point listed from 1 to 7 the conviction falls and the conviction grounds; b) Identification data of the convicted people; c) Duration of the exclusion period defined by the ruling.	a) Date: [.....], Duration of the Conviction: [.....] Grounds: [.....] b) [.....] c) Duration of the exclusion period [.....]
3) In case of conviction ruling, which measures have been adopted by the economic operator to demonstrate his/her reliability (<i>self-cleaning</i>)?	[Indicate the adopted measures]

B: Exclusion grounds related to tax and PF payments

B. Payment of taxes and PF	Answer:
1) Has the economic operator satisfied all the obligations in terms of payment of taxes , providential funds, insurance for accidents and medical expenses for the personnels in the country where established, in Italy and in the country where the tender takes place??	<input type="checkbox"/> Yes <input type="checkbox"/> No
2) <u>In case of negative answer</u> , specify: a) the country where the fulfilment took place; b) the amount; c) how the non-fulfilment has been come detected; d) measures taken to solve the issue;	a) [.....] b) [.....] c) [.....] d) [.....]

C: Exclusion grounds related to insolvency, conflict of interests or professional offences

C. Information on possible circumstances of insolvency, conflict of interests or professional offences	Answer:
1) Has the Economic Operator violated, as per his/her knowledge, obligations in terms of health and safety at work, environmental, social and labor Law?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2) Is the economic operator finding him/herself in one of the following scenarios or is under investigation for one of the following scenarios: a) Bankruptcy, insolvency proceedings, liquidation, arrangement with creditors, receivership or similar situation? b) Termination of the activities?	a) <input type="checkbox"/> Yes <input type="checkbox"/> No b) <input type="checkbox"/> Yes <input type="checkbox"/> No
3) Has the economic operator pledged guilty for serious professional offences?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4) Has the economic operator signed agreements with other economic operators aiming to distort the competition?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5) Is the economic operator aware of any conflict of interests related to his/her bidding in the tender procedure?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6) Have the economic operator or an associated company provided consultancy to the Client or have taken part to the preparation of the awarding procedure?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7) Has the economic operator already experienced an early termination of a previous public tender award or have damages compensation or other fines in regards to a previous public tender already been imposed to the economic operator?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8) Is/Has the economic operator: a) Seriously guilty of fake statements on required information to verify the absence of exclusion grounds or in regards to the selection criteria? b) Hidden those information? c) Been able to provide without delay the complementary documents asked by a client? d) Tried to unduly influence the decisional procedure of a Client, has tried to obtain confidential information that could offer undue advantages in the award procedure, has provided misleading information that could influence consistently the decisions concerning the award procedure?	a) <input type="checkbox"/> Yes <input type="checkbox"/> No b) <input type="checkbox"/> Yes <input type="checkbox"/> No c) <input type="checkbox"/> Yes <input type="checkbox"/> No d) <input type="checkbox"/> Yes <input type="checkbox"/> No
9) <u>In case of affirmative answer to any of the questions of this section C, specify the details of the scenario and the measures to demonstrate his/her reliability adopted by the economic operator (<i>self-cleaning</i>)</u>	[Specify adopted measures]

D: Exclusion grounds as per Italian Law and equivalent scenarios as per Law of the Country where the tender takes place

D. Exclusion grounds as per Italian Law	Answer:
Is the economic operator falling under any of the following circumstances?	
1) Has been charged with disqualification, suspension or ban as per anti-mafia laws?	1) <input type="checkbox"/> Yes <input type="checkbox"/> No
2) Is involved in organized crime infiltrations?	
3) Is subject to activities ban or other fine that prohibits entering into agreement with public administration?	2) <input type="checkbox"/> Yes <input type="checkbox"/> No 3) <input type="checkbox"/> Yes <input type="checkbox"/> No
4) Is registered in the records of the National Anti-corruption Authorities because of fake declarations or documents presentation in order to obtain the qualification certificates during the period of validity of the registration?	4) <input type="checkbox"/> Yes <input type="checkbox"/> No
5) Has violated the prohibition of nominee registration?	
6) Does respect the norms on the employment rights of differently abled people?	
7) If victim of graft and extortion committed by the organized crime or by supporters of the organized crime and doesn't occur a case of necessary or self-defense, has reported the crime to the judicial authority?	5) <input type="checkbox"/> Yes <input type="checkbox"/> No 6) <input type="checkbox"/> Yes <input type="checkbox"/> No 7) <input type="checkbox"/> Yes <input type="checkbox"/> No

8) Is in control position or in any other kind of association, even not official, with another bidder to the same tender, if the control situation or the relation have as a consequence that the offers refer to a single center of decision?	
9) Has concluded contracts of subordinate and autonomous work and has anyway employed former employers of the Client that terminated their contract less than three years ago and that in the past three years of service had authoritative or negotiating powers on behalf of the Client toward the same economic operator (<i>pantouflage o revolving door</i>)?	8) <input type="checkbox"/> Yes <input type="checkbox"/> No 9) <input type="checkbox"/> Yes <input type="checkbox"/> No

PART IV: SELECTION CRITERIA

	Answer
Does the economic operator satisfy all the selection criteria of the tender documents?	<input type="checkbox"/> Yes <input type="checkbox"/> No

A: ELIGIBILITY

<i>This section should only be filled in if the information has been expressly requested by the granting authority in the tender notice or the tender documents.</i>	
Eligibility	Answer:
<p>Registration in a professional or commercial register maintained in the country of establishment for an activity related, even if not identical, to the subject of the concession.</p> <p>If the relevant documentation is available electronically, please indicate:</p>	<p>[.....]</p> <p>(web address, issuing authority or body, specific reference of the documentation): [.....][.....][.....][.....]</p>

<p>For service and supply contracts:</p> <p>Is a specific authorization or membership in a specific organization (lists, registers, etc.) required in order to provide the service in the country of establishment of the economic operator?</p> <p>If the relevant documentation is available electronically, please indicate:</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, specify which documentation and whether the operator holds it: [.....][<input type="checkbox"/> yes <input type="checkbox"/> NO</p> <p>(web address, issuing authority or body, specific reference of the documentation):</p> <p>[.....][.....][.....][.....]</p>
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B: : ECONOMIC AND FINANCIAL CAPACITY

<p><i>This section should only be filled in if the information has been expressly requested by the contracting authority in the tender notice or the tender documents.</i></p>	
Economic and Financial Capacity	Answer:
The total turnover achieved in the three years prior to the year of initiation of the procedure is as follows:	Total turnover [...] [...]currency
If the information on global turnover is not available for the entire requested period, indicate the date of establishment or start of activities of the economic operator:	[...]
Regarding any other economic or financial requirements specified in the tender notice or the tender documents, the economic operator declares that:	[...]
If the relevant documentation is available electronically, please indicate:	(web address, issuing authority or body, specific reference of the documentation): [.....][.....][.....][.....]

C: TECHNICAL AND PROFESSIONAL CAPACITY

This section should only be filled in if the information has been expressly requested by the contracting authority in the tender notice or the tender documents

Technical and Professional Capacity	Answer:												
<p>Only for public procurement of supplies and services:</p> <p>To have performed in the previous three years from the date of initiation of the tender procedure contracts similar to the one being awarded, also for private entities:</p>	<p>Number of years (period specified in the relevant notice or tender documents):</p> <p>[.....]</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 25%;">Description</th> <th style="width: 25%;">amounts</th> <th style="width: 25%;">dates</th> <th style="width: 25%;">recipients</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Description	amounts	dates	recipients								
Description	amounts	dates	recipients										
<p>Regarding any other technical and professional requirements specified in the tender notice or the tender documents, the economic operator declares that:</p> <p>If the relevant documentation is available electronically, please indicate: [.....]</p>	<p>[...]</p> <p>(web address, issuing authority or body, specific reference of the documentation):</p> <p>[.....][.....][.....][.....]</p>												

Part V: CONCLUSIVE DECLARATION

The undersigned formally declares/declare that the information provided in the parts from II to IV are true and correct and the undersigned is/are aware of the consequences, also of penal nature, of a serious fake declaration as per Italian and local law.

The undersigned herewith certifies/y the absence of exclusion grounds as per Part III and the possession of the requisites as per Part IV.

The Undersigned formally authorizes/e the Granting Authority, as mentioned in part I, to verify with the local competent authorities the truthfulness of the declarations on the requisites declarations.

The undersigned accepts/accept without qualification or exception the provisions and conditions included in the tender notice and attached documents that are completing the notice itself.

[Place and Date]

Signature/s

ENCLOSE COPY OF THE IDENTITY DOCUMENT OF EACH SIGNING APPLICANT.

INFORMATION ON THE PROTECTION OF INDIVIDUALS WITH REFERENCE TO THE PROCESSING OF PERSONAL DATA

General Data Protection Regulation (EU) 2016/17, art. 13

The processing of personal data conforms to the principles of lawfulness, correctness and transparency in order to protect the fundamental rights and freedoms of individuals.

To this end, the following information is provided:

1. The Data Controller is the Ministry of Foreign Affairs and International Cooperation (MAECI) of the Italian Republic which, in this specific case, operates via *Embassy of Italy in New Delhi*;
2. For inquiries or complaints, interested parties may contact the MAECI Data Protection Officer / DPO [in Italian, Responsabile Protezione Dati / RPD (mailing address: Ministry of Foreign Affairs and International Cooperation, Piazzale della Farnesina 1, 00135 ROMA, telephone: 0039 06 36911 (switchboard), email: rpd@esteri.it, certified email [pec]: rpd@cert.esteri.it).
3. The personal data collected are mandatory for the selection of the economic operator who will be awarded to execute the performance subject of the tender.
4. The provision of data is mandatory according to Italian Law and any refusal to provide the requested data will prevent from been awarded.
5. Data processing will be performed manually or online by specially appointed personnel.
6. The data will be conveyed to in-house and external comptrollers of MAECI. With the sign-off of this informative the interested party allows transmission of the concerned data also to local competent authorities for verification purpose and to publish the essential elements of the contract agreed on the Client's web site according to Italian law on transparency of public contracts.
7. The data will be stored for a period of maximum 5 years from the date of expiry of the contract against completion of the work or other reasons, including the termination due to non-fulfilment. This period is suspended in case of legal proceedings.
8. Interested parties may request access to their personal data and the correction of the same. In these cases, interested parties must submit a specific request to the authority listed at point 1, marking in copy the Data Protection officer of MAECI at the contacts specified at point 2.
9. If you believe your rights have been violated, you may file a complaint with the MAECI DPO. Alternatively, you may contact the Italian Data Supervisory Authority [in Italian, Garante per la Protezione dei Dati personali] (mailing address: Piazza di Monte Citorio 121, 00186 ROMA, telephone: 0039 06 696771 (switchboard), email: garante@gdp.it, certified email [pec]: protocollo@pec.gdp.it) or the judicial authority.

New Delhi,

I hereby declare I have read this statement, and give my consent to the processing of personal data for the purposes indicated above.

Signature of the interested party/ies.....

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