



Embassy of Italy
New Delhi

EXPLORATORY NOTICE

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

- **gardening service of the Embassy of Italy compound, 8 hours a day, 6 days a week for the period 2022 – 2024;**
- **housekeeping service of the Embassy of Italy compound, 9 hours a day, 5 days a week for the period 2022 – 2024.**

The Embassy of Italy in New Delhi intends to acquire the expression of interest in order to proceed to award a gardening contract for the Embassy's compound for the year 2021.

This notice is exclusively finalized to **request expression of interest** from potentially interested economic operators. It is not in any way binding for this Embassy, 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 Embassy of Italy in New Delhi their 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 October 11th 2021 at the following address amministrazioneamb.newdelhi@esteri.it, specifying in the object:

“Exploratory notice for requesting expression of interest in participating in the selection for gardening service and housekeeping service of the Embassy of Italy compound for the period 2022-2024.”

Type of service required:

1) Gardening service of the Embassy of Italy compound, 9 hours a day, 6 days a week.

- The service will require a minimum number of 7 people.
- Occasional overtime cover will be required in order to meet specific demands or deal with “alert” situations.
- It is essential that all employed staff possess good knowledge of English.
- Further details on the frequency of the service, its timetable and working shifts will be provided in the letter of invitation.
- Duration of the contract: from 01/01/2022 to 31/12/2024 without any possibility of automatic renewal.

2) Cleaning service and portorage at this Embassy's offices and all internal areas, 9 hours a day 5 days a week.

- The service will require a minimum number of 6 people for cleaning and 1 people for portorage.
- Occasional overtime cover will be required in order to meet specific demands or deal with “alert” situations.
- It is essential that all employed staff possess good knowledge of English.
- Further details on the frequency of the service, its timetable and working shifts will be provided in the letter of invitation.
- Duration of the contract: from 01/01/2022 to 31/12/2024 without any possibility of automatic renewal.
- Premises where the cleaning service will be carried out:
Embassy of Italy compound, 50E Chandra Gupta Marg, Chanakyapuri, 110021 New Delhi.

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

Furthermore, please note that this is exclusively a request of expression interest with the purpose of researching potential interested subjects and, therefore the Embassy holds the right to suspend, modify or cancel the proceeding related to this notice.

New Delhi, 29/09/2021



V. de Luca
L'AMBASCIATORE
Vincenzo de Luca