



Embassy of Italy
New Delhi

Prot. n.

INVITATION TO BID

Subject: Invitation to an open procedure for the supply of cleaning and portorage services and gardening services of the Embassy of Italy Compound – **CIG 89681829E6**

The Embassy of Italy in New Delhi, hereinafter the “Client”, with the present invitation to bid, sets an open procedure for the selection of a “Contractor”, to whom entrust the supply of the above services according to the specifications set in the following points.

1.- Object and invitation to tender

1.1 The relations between the “Client” and the “Contractor” will be regulated by an agreement as per **Attachment 1**

1.2 The selected Contractor will execute the tasks as per **Attachment 2**

1.3 The estimated value of the contract to acquire, decided as tender budget, is of INR **1,05,80,560.00** exclusive of GST for a 2 years’ contract.

The total amounts for each year are set as follows:

	Cost without GST expressed in INR
2022	51,84,157.00
2023	53,96,403.00
	1,05,80,560.00

2. - Referent

The Responsible Official in charge for the Embassy of Italy in New Delhi (RUP) is Mrs. Roberta Pisani.

3. - Requirements

3.1 The “Contractor” falling under one of the disqualifying reasons as per **Attachment 3** will be excluded.

3.2 The absence of exclusion reasons can be attested by an affidavit sworn before the competent Authority as per model in **Attachment 3**. The Contractor authorizes the Embassy to verify with the local Authorities the authenticity of the requirements declarations.

3.3 the Contractor has to possess adequate insurance coverage against professional risks.

3.4 Mandatory inspection: the Contractor must make an inspection of the premises in order to submit his offer. The inspection will take place on **10th Nov at 10:00 AM**. Confirmation of participation must be sent to RUP at the following e-mail address: amministrazioneamb.newdelhi@esteri.it. An inspection receipt will be released upon completion of survey.

4. - Award Criterion

The award criterion will be based on the lowest price.

The contract will be awarded even if only 1 (one) offer is received, provided it is deemed appropriate and convenient according to provisions of art. 97 c. 6 of the Code 50/2016 (Code of Italian Public Tenders)

5. - Terms and presentation of the offer

5.1 The packet with the offers should be closed and sealed and should clearly mention on the external portion:

- **“DO NOT OPEN: Offer for the supply of cleaning, portage and gardening services of the Embassy of Italy Compound - CIG 89681829E6”**,
- **Denomination of the Contractor, Registered office, address and contacts.**

5.2 In order to be valid the packet should contain two envelopes, all sealed with adhesive tape and mentioning the tender subject, the denomination of the Contractor, the envelopes should mention on the external respectively:

- **Envelope A (Administrative Documents)**
- **Envelope B (Economic Offer)**

5.3 The delivery of the packets is exclusively at the Contractor's risk. Failure to deliver to the place, by the terms and instructions will entail the exclusion of the bidder. These packets will not be opened and will be returned to the “Contractor”

5.4 the packets containing the offers and the relevant documentation have to be delivered **within 12:00 p.m. of November 29th 2021**, by one of the following means that can be chosen by the “Contractor”:

- by post to the “Client” at the following address: **Embassy of Italy – Administration Office – 50E Chandragupta Marg – Chanakyapuri – 110021 New Delhi;**
- by hand, from 09.30 to 15.30 daily excluding weekends and public holidays (a receipt will be provided);

5.5 in order to demonstrate the delivery within the terms, only the receipt stamp on the packet by the Embassy will be considered valid.

5.6 The offer and the related documents should be written in English.

5.7 Offers containing alternatives, conditions or multiple offers will be excluded.

6. – Content of the envelopes

6.1 Envelope “A – Administrative Documents” must contain the following documents:

- a) Attachment 3, in which the “Contractor” self-certifies the absence of exclusion reasons and fully accepts, with no exception, the dispositions and conditions of this letter and its Attachments;
- b) Attachment 4;
- c) The “Contractor’s” declaration to keep a 180 day validity of the offer;
- d) The mandatory inspection receipt.

6.1.1 The documents referred to in letters a), b) and c) must be duly filled in every part, signed by an authorized person and complete with a copy of the signatory's identification document

6.1.2. In case of any deficiency, or incompleteness or any essential irregularity in the documents requested at paragraph 6.1., the Embassy will provide a maximum 7 calendar days’ extension to the Contractor to submit, integrate or regulate the required declarations.

6.2 Envelope “B – Economic Offer”

6.2.1 In the Envelope “B – Economic Offer” the Contractor shall submit his best economic offer with respect to the required service.

6.2.2 The economic offers cannot exceed the amount mentioned as tender budget net of indirect taxes and eventual payment for security not subject to discounts, in order to be valid.

6.2.3 The offer should contain the name of the Contractor and be signed by the legal representative or procurer with a copy of a valid id document of the signee.

6.2.4 The economic offer should be submitted as per the Format in **Attachment 6**.

7. - Opening and evaluation of the offers

7.1 The packages (containing envelopes) and ENVELOPE “A” will be opened by a nominated Selection Board on **30th November at 10,00 am**, during a public session taking place virtually on a video conference.

Due to the COVID restrictions the public meeting will take place on line through a link which will be sent via e mail, maximum 3 days before the said date. The link will be sent only to those firms interested in attending the public meeting, who will have to confirm their participation (on or before 25th November 15:00 hours) to the RUP at the e-mail address amministrazioneamb.newdelhi@esteri.it indicating the name of the person (only 1 person) who will participate in the said meeting.

The date of subsequent public session (opening of ENVELOPE “B”) will be sent, with 3 days’ advance notice to the e-mail address provided by the bidders.

7.2 Only representatives of the bidders will be admitted to the sessions.

8. – Transfer of the Contract and Sub-contracting

8.1 It is forbidden to the Contractor to transfer, completely or in part, the signed contract.

9. – Surety for the correct execution of the contract

9.1 The company which becomes the successful bidder, shall be exempt from furnishing the bank guarantee or insurance guarantee of 10% of the contractual amount, accepting a discount of 2% on the base price of tender.

9.2 The Client reserves the right to foreclose the Surety in case of fraud or default caused by the contractor.

9.3 The Surety can be gradually released according to the advancement of the contract, with a limit up to eighty percent of the amount guaranteed. The remaining amount shall be released further to the regular completion of the contract.

10. – Clarifications

10.1 Prospective information or clarifications should be submitted to the Embassy within 15.00 hours of 17th November 2021 and can be made to the following e-mail addresses: amministrazioneamb.newdelhi@esteri.it.

10.2 The Embassy will reply within 18.00 hours of 19th November 2021 sending to the requiring Contractor an e-mail with all the questions received and the corresponding answers.

11 – Personal data protection

11.1 The Embassy guarantees protection of personal data provided by the Contractor as per current GDPR regulation 2016/679 in regards to personal data processing as per details of Attachment 4.

11.2 By signing Attachment 4, the Contractor agrees on the personal data processing by the Embassy, including the verifications as per paragraph 3.2.

12. – Applicable standards

12.1 The procedure for selecting the Contractor is governed by Italian law.

New Delhi, 5th November 2021



The Officer in charge of the procedure
Roberta Pisani