

REGULATIONS FOR THE ENROLMENT AND MANAGEMENT OF THE SUPPLIERS REGISTER OF THE ITALIAN TRADE COMMISSION NEW DELHI AND MUMBAI OFFICES

The current modalities of enrolment and management of the register of suppliers instituted by the ITA offices of New Delhi and Mumbai are summarised in these regulations.

Art. 1 INTERESTED PARTIES (Companies)

All enterprises, companies, consortia that have a stable presence in the country can enrol themselves in the Suppliers Register of the ITA office of New Delhi either directly or through their branches;

Art. 2 STRUCTURE OF THE SUPPLIERS REGISTER

The Suppliers register is sub-divided into 5 macro merchant sectors, distinguished internally in sectors, merchant categories and sub-categories of products/ services. The sub-division in the macro-sectors is as follows:

- Macro-Sector A ▶ ORGANIZATION OF EXHIBITIONS AND FAIRS**
- Macro-Sector B ▶ OFFICE SUPPLIES**
- Macro-Sector C ▶ FURNITURE AND MACHINES FOR THE OFFICE**
- Macro-Sector D ▶ WORK AND/OR MAINTENANCE**
- Macro-Sector E ▶ SERVICES AND CONSULTANCY**

It is possible to ask for the insertion of a maximum of 2 macro merchant sectors among those listed above and it is mandatory to indicate the relative sectors-categories of interest and sub-categories- in a maximum of 2 of these.

Each of the sectors/merchant categories for which the economic operators request enrolment, has to be coherent with the company objective of the enterprise and be congruent with the rules to obtain a GST (Goods and Service Tax).

Italian Trade Commission offices in New Delhi and Mumbai reserve the right to accept enrolment requests.

Art. 3 REQUISITES TO ASK FOR ENROLMENT

For the purpose of accepting requests for enrolment, the company:

- has to possess a univocal identification code of the company for the purpose of the indirect taxation (GST)
- should not be in any of cases of exclusion mentioned in art. 80 of the Legislative Decree 50/2016 (see the document given on the site);
- has to give a self- declaration of possessing the requisites for professional eligibility, of economic –financial and technical-professional capacity;
- should not have, in the course of three years preceding the application for enrolment, verified and serious cases of non-fulfilment or shortcomings in the execution of contracts with the Agency which lead to the dissolution of the contract or the suspension of the contracted order.

N.B. In case of aggregation amongst companies/ consortia, each of the companies in the group or consortium will need to possess the requisites mentioned above

Art. 4 MODALITIES FOR ENROLMENT AND CLOSURE OF THE PRESENTATION OF THE APPLICATION

The process of enrolment to the Suppliers register begins by compiling the following documents that can be easily downloaded from the site.

1. Company profile;
2. The DGUE (Common European document for tenders) form of EU auto-certification;
3. The list of merchant categories in which it is possible to request enrolment. For this last point, it is necessary to indicate the sub-categories of interest.

The data for turnover should pertain to the last three years; such a period is applicable also to work, supplies and services carried out.

In case of doubts in the compilation, a mail may be sent to the following email addresses: newdelhi@ice.it and mumbai@ice.it;

All the pages signed and accompanied by a copy of a document for identity of the Legal R to the following email address: newdelhi@ice.it e mumabi@ice.it;

Art. 5 ADDITIONAL DOCUMENTATION REQUIRED

Additional documentation may be requested like at least two references, within the arc of the last three years, issued by Public or Private sector clients for whom the company has carried out work, services or supplies similar to the ones for which it is requesting enrolment;

Art. 6 SPECIAL DOCUMENTATION

For the **A01 - “Fair set-up” merchant sector** (the on line sheet also contains technical information on the company structure and on fair set-ups carried out) references relative to the main set-ups executed within the last three years have to be produced, with a detail of all the technical characteristics of the most representative set-ups, including also photographical documentation (it is advisable to indicate detailed information on at least one set-up executed **with indication of the net surface area set-up, the place of execution and the materials utilised**; in case such electronic documentation is too heavy to be uploaded, they may be sent using multiple mails;

Art. 7 CERTIFICATIONS

In case the state legislation from which the economic operator requesting the enrolment hails, does not contemplate the issue of one or more documents amongst those indicated in the preceding points, the requisites may be proven using a declaration made by the interested party before a judiciary authority or a competent administrative authority, or a notary or a professional body qualified to receive it in the country of origin or according to the modalities in force in the respected country.

Art. 8 TIME FOR ENROLMENTS IN THE SUPPLIERS REGISTER

The documentation produced will be examined and evaluated within 30 working days from the receipt and where it is found to be incomplete or not in conformity, the company will receive a request for clarification/ integration via email.

Art. 9 RANDOM VERIFICATION OF REQUISITES

The offices of New Delhi and Mumbai, may proceed and carry out appropriate random checks on the veracity of the substitute/ supporting declarations given by the companies.

Lack of correspondence in what has been stated in the declarations and with the findings of the random check will result in the suspension or the cancellation from the Suppliers Register.

Art. 10 OBLIGATION OF INFORMATION AND UPDATATION OF PROFILE

The subjects enrolled in the Register are under obligation to communicate to the ITA every variation of data and information in the Company Register within the end of 30 consecutive days of the above mentioned variations taking place, through submitting of a new form as specified in art. 4.

Art. 11 PERIODICAL UPDATING OF THE SUPPLIERS REGISTER

The updating of the Suppliers Register of ITA will take place at least once a year and it will be the responsibility of the Agency to send out the new documentation via email from the email address (newdelhi@ice.it), within one year of the preceding enrolment. It will not be possible to invite companies that have not registered in the Suppliers Register and successively adhered to renewal of information within one year from the last dispatch, through tenders and announcements.

Art. 12 EVALUATION OF ENROLLED SUPPLIERS

It is specified that the enrolled suppliers, to whom the supply of goods, or providing a service or the execution of any job for the ITA is entrusted, are subject to evaluation by the ITA office in New Delhi and Mumbai.

Such an evaluation is expressed in points from 1 to 5 (1 very poor, 2 inadequate, 3 adequate, 4 good, 5 excellent). For each type of supply, there are different elements of evaluation (not only technical, but also referring to, for example, delivery times, the conformity of the product-service given, the percentage of dis-services created, problem solving)

Art. 13 SUSPENSION OF ENROLMENT

The effectiveness of the enrolment to the Suppliers Register is suspended for a time period of no less than six months and no more than one year if the evaluation results for the supplier are less than 3 on an average.

The suspension may take place even in case there is an omission of communication of variation regarding the information contained in the company profile, if the supplier has judiciary proceedings in course or when the supplier is defaulting with delays in deliveries, negative tests, is not completing on time the execution of obligations listed in the contract entrusted to him.

The application of the suspension is communicated to the company through a formal communication.

Art. 14 CANCELLATION

The cancellation from the Suppliers Register takes place when the enrolled Supplier is found to be in the following categories:

1. Non compliant with one of the situations listed in art.3 of these regulations;
2. With last three consecutive evaluations that do not reach the average level of 3 points;
3. If the enrolled party has already been subject to non-revoked suspension or has reported at least 3 cases of suspension within a time frame of three years;
4. If he has been excluded from the tenders by other State Administration bodies or other diplomatic representations;
5. Is a defaulter on repetitive counts for non-fulfilment of contracts;

6. Absence of response, without explanation, to a request.
7. If he has not responded within one year to the annual updating requested;
8. Ascertained loss of requisites of access after the enrolment.

The notification of the cancellation will be communicated to the concerned party via post.

The notification of cancellation is communicated by an Executive from the New Delhi office of ITA.

The facility of presenting cause for a new enrolment is provided to a party subject to cancellation in cases 6 and 7 once a period of at least six months has elapsed from the date of the relative cancellation.

Art. 15 PARTICIPATION IN THE PROCEDURES – SELECTION OF THE ENROLLED OPERATORS

In the selection of suppliers to be invited, ITA follows the indications mentioned in the legislative decree 50/2016, in particular to article 36 – contracts below threshold- as well as in guideline no. 4 of ANAC.

The ITA reserves the right to decide the convocation of enrolled subjects on the basis of the evaluations that take into consideration both of the company potentials as well as a rotation of invites amongst the enrolled members in the register for the relevant merchant category, in addition to the evaluations mentioned in the preceding art. 12.

With regard to the rotation, one will also take into account:

- the number of enrolled parties in the category;
- the existence of other active contracts and of the quality of the services already provided;
- the principle of exceptionality of the invite extended to the exiting supplier (with the relative admissible exceptions);
- the missed meetings for previous invites;
- the possession, in some cases, of particular requisites (technical-professional, and economic-financial).

It will also be possible to look into the possibility of drawing lots or the scrolling of nominations in alphabetical order for groups of ten/fifteen operators in some cases.

The enrolment in itself does not include any automatic entitlement to receive invites.

Art. 16 PROCESSING OF PERSONAL DATA

All the data that comes into the hands of the Agency, while carrying out the current regulations, will be collected and processed exclusively for purposes allowed by the Italian Law and in conformity with the provisions included in the legislation in force for the protection of personal data.