

Invitation to Tender (ITT)

For: Review and standardise the Internal Assessment Framework for Grades 6 to 12 for the subject science in line with the NCF-SE 2023

Date: 30 October 2024

1 Overview of the British Council

We support peace and prosperity by building connections, understanding and trust between people in the UK and countries worldwide.

We uniquely combine the UK's deep expertise in arts and culture, education and the English language, our global presence and relationships in over 100 countries, our unparalleled access to young people, creatives and educators, and our own creative sparkle.

2024 marks 90 years of the British Council. Over these years we have created opportunities for millions of people and developed deep and long-lasting relationships. We continue to adapt to meet the needs of a changing world, while remaining committed to the principles on which we were founded.

We work directly with individuals to help them gain the skills, confidence and connections to transform their lives and shape a better world in partnership with the UK. We support them to build networks and explore creative ideas, to learn English, to get a high-quality education and to gain internationally recognised qualifications.

We work with governments and our partners in the education, English language and cultural sectors, in the UK and globally. Working together we make a bigger difference, creating benefit for millions of people all over the world.

We work with people in over 200 countries and territories and are on the ground in more than 100 countries. In 2022–23 we reached 600 million people.

2 Introduction and Background to the Project / Programme

The Indian education system has undergone significant policy reforms in recent years, with the [National Education Policy \(NEP 2020\)](#) and the [National Curriculum Framework for School Education \(NCF-SE 2023\)](#), both launched in 2023, serving as the foundation for these changes. These reforms aim to improve quality and accessibility throughout the country's education system.

Central to this educational landscape is the [Central Board of Secondary Education \(CBSE\)](#), established in 1962 and operating under the Ministry of Education, Government of India. CBSE oversees academic standards and examinations for approximately 29,000 schools both in India and abroad. It promotes modern teaching techniques and digital integration while emphasising extracurricular activities, career counselling, teacher training, and student support. CBSE's goal is to prepare students for future challenges by fostering critical thinking, problem-solving skills, and digital literacy.

Background

Since 2020, the British Council in India has collaborated with CBSE on curriculum and pedagogy reforms, capacity building, and assessment development. The initial phase of this partnership (2020-2022) focused on enhancing competency-based assessments in English (reading), science, and mathematics for secondary education (classes 6 to 10). This initiative aligned with CBSE's Competency-Based Education project and the NEP 2020's emphasis on deep learning and skill acquisition for higher education and global success.

On January 31, 2023, CBSE and the British Council renewed their partnership with a new five-year agreement. This phase targets strengthening practical teaching and learning, environmental education, and further integration of competency-based approaches into teaching, learning, and assessment across CBSE schools. The collaboration supports SDG Goal 4 by implementing the recommendations of NCF-SE 2023, which advocates for a more inclusive examination system with reduced high-stakes assessments and increased focus on formative assessments and alternative methods such as portfolios and projects.

Project Overview

The renewed partnership, extended until January 31, 2028, will continue to enhance the quality of competency-based teaching, learning, and assessment in subjects including science, social science, mathematics, and languages. Key areas of focus will include incorporating high-quality practical and fieldwork activities and supporting effective climate change and sustainability education.

In this context, CBSE and the British Council will work together to update the existing internal assessment framework and educational materials to align with NCF-SE. This project will upgrade the framework for internal assessments with benchmarking and review standards to strengthen assessments in science for Classes 6 to 12, addressing concerns over "inconsistencies and potential mark inflation" during assessments. It will be guided by findings from the recent Scoping Study and Impact Study conducted in 2023-24. The internal assessment framework will align with the National Curriculum Framework for School Education (NCFSE) and the Holistic Progress Cards, which aim to realign school report cards with the NCFSE's provisions.

The internal assessment framework will be evaluated, reviewed and updated in consultation with a core team of officers from academic unit and CoE. This team will also put together a dissemination process through capacity-building workshops for school leaders and coordinators to ensure greater consistency, transparency, and fairness in internal assessment practices, aiming to mitigate issues such as inequity in educational outcomes and disengagement among students.

Challenges and Objectives

The internal assessment practices face challenges such as inconsistent grading, varying teaching methods, disparities in resources, and a lack of standardisation, leading to inequitable educational outcomes and student disengagement. This project aims to address these issues by standardising internal assessments to ensure greater consistency, transparency, and fairness across schools. The goal is to align with NCF-SE 2023, implement robust benchmarking and review standards, and enhance capacity-building efforts for school leaders to promote equitable and effective assessment practices. Through these efforts, the project seeks to provide all students with fair opportunities to demonstrate their learning and achieve their full potential.

The tasks will be carried out by the selected bidder as outlined in the table below:

Task	Activities	Key Outputs
<p>1. Review</p>	<ul style="list-style-type: none"> - Document and Resource Review: Assess existing frameworks and education materials. - Analysis of Scoping and Impact Studies: Analyse findings to identify gaps and challenges - Gap Identification: Document specific gaps and issues in current practices. - Baseline Data Collection: Collect baseline data on current practices through surveys / interviews. 	<ul style="list-style-type: none"> - Report on current practices, issues, and recommendations. - Analysis report highlighting gaps and alignment with NCF-SE 2023. - Gap identification report with actionable recommendations. - Baseline data report.
<p>2. Update the Assessment Framework based on recommendations from the review reports. Develop appropriate Training Plans and Modules.</p>	<ul style="list-style-type: none"> - Updating the Assessment Framework: Revise the assessment framework based on review findings, incorporating new evaluation standards where 	<ul style="list-style-type: none"> - Comprehensive updated assessment framework document. - Revised and enhanced educational materials.

	<p>needed.</p> <ul style="list-style-type: none"> - Educational Materials Update: Enhance materials to support new frameworks. - Training Module Creation: Develop training programmes for Master Trainers and cascade teacher trainings. - Selection Criteria for Master Trainers: Establish criteria for selecting Master Trainers. 	<ul style="list-style-type: none"> - Training modules and materials for Master Trainers. - Standards document for project-based learning. - Master Trainer selection criteria document.
<p>3. Deliver MT Training and Supervise Teacher Cascade (Virtual delivery)</p>	<ul style="list-style-type: none"> - Master Trainer (MT) Training: Conduct training courses for MTs. - Teacher Training Supervision (virtual): Oversee and evaluate teacher training sessions. - Baseline and Endline Evaluation: Assess initial and post-training competencies. - Quality Assurance and Monitoring: Implement quality assurance and monitor implementation. - Documentation and Reporting: Document processes and prepare reports. 	<ul style="list-style-type: none"> - Master Trainer training course and materials. - Supervision reports and feedback documentation. - Baseline and endline evaluation reports. - Quality assurance and monitoring reports. - Comprehensive project reports and presentations.

This ITT/RFP is only open to bidders having presence in UK.

2.3 The purpose and scope of this ITT and supporting documents is to explain in further detail the requirements of the British Council and the process for submitting a tender proposal.

3 Tender Conditions and Contractual Requirements

This section of the ITT sets out the British Council’s contracting requirements, general policy requirements, and the general tender conditions relating to this procurement process (“**Procurement Process**”).

3.1 Contracting requirements

3.1.1 The contracting authority is the British Council which includes any subsidiary companies and other organisations that control or are controlled by the British Council from time to time (see: <http://www.britishcouncil.org/organisation/structure/status>).

3.1.2 The appointed supplier will be expected to deliver the goods and/or provide services at the British Council offices in Delhi 17, Kasturba Gandhi Marg, New Delhi 110001 and CBSE selected venues.

3.1.3 The British Council's contracting and commercial approach in respect of the required goods and/or services is set out at Annex [1] [*Terms and Conditions contract*] ("**Contract**"). By submitting a tender response, you are agreeing to be bound by the terms of this ITT and the Contract without further negotiation or amendment. Once the Contract is awarded, there will be no changes allowed to the Contract (except in accordance with the provisions of the Contract). Any clarification questions in relation to any aspect of this Procurement Process, the terms of the Contract or the payment schedule should be submitted in accordance with the process set out in paragraph 13 (Clarification Requests). Only changes which relate to the correction of ambiguity or manifest error in relation to the terms of the Contract will be considered and, if necessary, the British Council may, when issuing its response to clarification questions that it has received, reissue Annex [1] to reflect such changes.

3.1.4 The Contract awarded will be for a duration of a year with an option for an extension for up to an additional 3 months, however the activities will be planned to be completed as per milestones agreed with the British Council post contract sign off.

3.2 General Policy Requirements

3.2.1 By submitting a tender response in connection with this Procurement Process, potential suppliers confirm that they will, and that they shall ensure that any consortium members and/or subcontractors will, comply with all applicable laws, codes of practice, statutory guidance and applicable British Council policies relevant to the goods and/or services being supplied. All relevant British Council policies that suppliers are expected to comply with can be found on the British Council website (<https://www.britishcouncil.org/organisation/transparency/policies>). The list of relevant policies includes (but it is not limited to): Anti-Fraud and Corruption, Modern Slavery, Adults at Risk, Child Protection Policy, Equality, Diversity and Inclusion Policy, Fair Trading, Health and Safety Policy, Environmental Policy, Records Management, and Privacy.

3.3 General tender conditions ("Tender Conditions")

3.3.1 Application of these Tender Conditions – In participating in this Procurement Process and/or by submitting a tender response it will be implied that you accept and will be bound by all the provisions of this ITT and its Annexes. Accordingly, tender responses should be on the basis of and strictly in accordance with the requirements of this ITT.

3.3.2 Third party verifications – Your tender response is submitted on the basis that you consent to the British Council carrying out all necessary actions to verify the information that you have provided; and the analysis of your tender response being undertaken by one or more third parties commissioned by the British Council for such purposes.

3.3.3 Information provided to potential suppliers – Information that is supplied to potential suppliers as part of this Procurement Process is supplied in good faith. The information contained in the ITT and the supporting documents and in any related written or oral communication is believed to be correct at the time of issue but the British Council will not accept any liability for its accuracy, adequacy or completeness and no warranty is given as such. This exclusion does not extend to any fraudulent misrepresentation made by or on behalf of the British Council.

3.3.4 Potential suppliers to make their own enquires – You are responsible for analysing and reviewing all information provided to you as part of this Procurement Process and for forming your own opinions and seeking advice as you consider appropriate. You should notify the British Council promptly of any perceived ambiguity, inconsistency or omission in this ITT and/or any in of its associated documents and/or in any information provided to you as part of this Procurement Process.

3.3.5 Amendments to the ITT – At any time prior to the Response Deadline, the British Council may amend the ITT. Any such amendment shall be issued to all potential suppliers, and if appropriate to ensure potential suppliers have reasonable time in which to take such amendment into account, the Response Deadline shall, at the discretion of the British Council, be extended.

3.3.6 Compliance of tender response submission – Any goods and/or services offered should be on the basis of and strictly in accordance with the ITT (including, without limitation, any specification of the British Council's requirements, these Tender Conditions and the Contract) and all other documents and any clarifications or updates issued by the British Council as part of this Procurement Process.

3.3.7 Compliance with the terms of the Contract – The successful bidder will be expected to comply with the Contract set out in Annex [1] without any amendment (save as described in paragraph 3.1.3).

3.3.8 Format of tender response submission – Tender responses must comprise the relevant documents specified by the British Council completed in all areas and in the format as detailed by the British Council in Annex [3] (Supplier Response). Any documents requested by the British Council must be completed in full. It is, therefore, important that you read the ITT carefully before completing and submitting your tender response.

3.3.9 Modifications to tender response documents once submitted – You may modify your tender response prior to the Response Deadline by giving written notice to the British Council. Any modification should be clear and submitted as a complete new tender response in accordance with Annex [3] (Supplier Response) and these Tender Conditions.

3.3.10 Rejection of tender responses or other documents – A tender response or any other document requested by the British Council may be rejected which:

- contains gaps, omissions, misrepresentations, errors, uncompleted sections, or changes to the format of the tender documentation provided;
- contains hand written amendments which have not been initialled by the authorised signatory;

- does not reflect and confirm full and unconditional compliance with all of the documents issued by the British Council forming part of the ITT;
- contains any caveats or any other statements or assumptions qualifying the tender response that are not capable of evaluation in accordance with the evaluation model or requiring changes to any documents issued by the British Council in any way;
- is not submitted in a manner consistent with the provisions set out in this ITT;
- is received after the Response Deadline.

3.3.11 Disqualification – If you breach these Tender Conditions, if there are any errors, omissions or material adverse changes relating to any information supplied by you at any stage in this Procurement Process, if any other circumstances set out in this ITT, and/or in any supporting documents, entitling the British Council to reject a tender response apply and/or if you or your appointed advisers attempt:

- to inappropriately influence this Procurement Process;
- to fix or set the price for goods or services ;
- to enter into an arrangement with any other party that such party shall refrain from submitting a tender response;
- to enter into any arrangement with any other party (other than another party that forms part of your consortium bid or is your proposed sub-contractor) as to the prices submitted; or
- to collude in any other way
- to engage in direct or indirect bribery or canvassing by you or your appointed advisers in relation to this Procurement Process; or
- to obtain information from any of the employees, agents or advisors of the British Council concerning this Procurement Process (other than as set out in these Tender Conditions) or from another potential supplier or another tender response,

the British Council shall be entitled to reject your tender response in full and to disqualify you from this Procurement Process. Subject to the “Liability” Tender Condition below, by participating in this Procurement Process you accept that the British Council shall have no liability to a disqualified potential supplier in these circumstances.

3.3.12 Tender costs – You are responsible for obtaining all information necessary for preparation of your tender response and for all costs and expenses incurred in preparation of the tender response. Subject to the “Liability” Tender Condition below, you accept by your participation in this procurement, including without limitation the submission of a tender response, that you will not be entitled to claim from the British Council any costs, expenses or liabilities that you may incur in tendering for this procurement irrespective of whether or not your tender response is successful.

3.3.13 Rights to cancel or vary this Procurement Process - By issuing this ITT, entering into clarification communications with potential suppliers or by having any other form of communication with potential suppliers, the British Council is not bound in any way to enter into any contractual or other arrangement with you or any other potential supplier. It is intended that the remainder of this Procurement Process will

take place in accordance with the provisions of this ITT but the British Council reserves the right to terminate, amend or vary (to include, without limitation, in relation to any timescales or deadlines) this Procurement Process by notice to all potential supplier in writing. Subject to the “Liability” Tender Condition below, the British will have no liability for any losses, costs or expenses caused to you as a result of such termination, amendment or variation.

3.3.14 Consortium Members and sub-contractors – It is your responsibility to ensure that any staff, consortium members, sub-contractors and advisers abide by these Tender Conditions and the requirement of this ITT.

3.3.15 Liability – Nothing in these Tender Conditions is intended to exclude or limit the liability of the British Council in relation to fraud or in other circumstances where the British Council’s liability may not be limited under any applicable law.

4 Confidentiality and Information Governance

4.1 All information supplied to you by the British Council, including this ITT and all other documents relating to this Procurement Process, either in writing or orally, must be treated in confidence and not disclosed to any third party (save to your professional advisers, consortium members and/or sub-contractors strictly for the purposes only of helping you to participate in this Procurement Process and/or prepare your tender response) unless the information is already in the public domain or is required to be disclosed under any applicable laws.

4.2 You shall not disclose, copy or reproduce any of the information supplied to you as part of this Procurement Process other than for the purposes of preparing and submitting a tender response. There must be no publicity by you regarding the Procurement Process or the future award of any contract unless the British Council has given express written consent to the relevant communication.

4.3 This ITT and its accompanying documents shall remain the property of the British Council and must be returned on demand.

4.4 The British Council reserves the right to disclose all documents relating to this Procurement Process, including without limitation your tender response, to any employee, third party agent, adviser or other third party involved in the procurement in support of, and/or in collaboration with, the British Council. The British Council further reserves the right to publish the Contract once awarded and/or disclose information in connection with supplier performance under the Contract in accordance with any public sector transparency policies (as referred to below). By participating in this Procurement Process, you agree to such disclosure and/or publication by the British Council in accordance with such rights reserved by it under this paragraph.

4.5 The Freedom of Information Act 2000 (“FOIA”), EU General Data Protection Regulation (GDPR) 2015, the Environmental Information Regulations 2004 (“EIR”), and public sector transparency policies apply to the British Council (together the “**Disclosure Obligations**”).

4.6 You should be aware of the British Council's obligations and responsibilities under the Disclosure Obligations to disclose information held by the British Council. Information provided by you in connection with this Procurement Process, or with any contract that may be awarded as a result of this exercise, may therefore have to be disclosed by the British Council under the Disclosure Obligations, unless the British Council decides that one of the statutory exemptions under the FOIA or the EIR applies.

4.7 If you wish to designate information supplied as part of your tender response or otherwise in connection with this tender exercise as confidential, using any template and/or further guidance provided at Part [2] (Submission Checklist) of Annex [3] (Supplier Response), you must provide clear and specific detail as to:

- the precise elements which are considered confidential and/or commercially sensitive;
- why you consider an exemption under the FOIA or EIR would apply; and
- the estimated length of time during which the exemption will apply.

4.8 The use of blanket protective markings of whole documents such as "commercial in confidence" will not be sufficient. By participating in this Procurement Process you agree that the British Council should not and will not be bound by any such markings.

4.9 In addition, marking any material as "confidential" or "commercially sensitive" or equivalent should not be taken to mean that the British Council accepts any duty of confidentiality by virtue of such marking. You accept that the decision as to which information will be disclosed is reserved to the British Council, notwithstanding any consultation with you or any designation of information as confidential or commercially sensitive or equivalent you may have made. You agree, by participating further in this Procurement Process and/or submitting your tender response, that all information is provided to the British Council on the basis that it may be disclosed under the Disclosure Obligations if the British Council considers that it is required to do so and/or may be used by the British Council in accordance with the provisions provision of this ITT.

4.10 Tender responses are also submitted on the condition that the appointed supplier will only process personal data (as may be defined under any relevant data protection laws) that it gains access to in performance of this Contract in accordance with the British Council's instructions and will not use such personal data for any other purpose. The contracted supplier will undertake to process any personal data on the British Council's behalf in accordance with the relevant provisions of any relevant data protection laws and to ensure all consents required under such laws are obtained.

5 Tender Validity

5.1 Your tender response must remain open for acceptance by the British Council for a period of sixty days from the Response Deadline. A tender response not valid for this period may be rejected by the British Council.

6 Payment and Invoicing

6.1 The British Council will pay correctly addressed and undisputed invoices within 30 days in accordance with the requirements of the Contract. Suppliers to the British Council must ensure comparable payment provisions apply to the payment of their sub-contractors and the sub-contractors of their sub-contractors. General requirements for an invoice for the British Council include:

- A description of the good/services supplied is included.
- The British Council Purchase Order number is included.
- It is sent electronically via email in PDF format to BC.Invoices@britishcouncil.org and Rana, Pinal (India) Pinal.Rana@britishcouncil.org or by post to: The British Council, 17, Kasturba Gandhi Marg, New Delhi 110001.

7 Specification

Scope of Work

The selected bidder will collaborate with CBSE and the British Council to develop and implement an updated internal assessment framework and educational materials for science subjects for Classes 6 to 12, in alignment with NCF-SE 2023. The project is divided into three main tasks:

Review, Develop and Update the Internal Assessment Framework and Training Modules, and Deliver MT Training and Virtually Supervise Teacher Cascade.

Deliverable 1: Review

Objective: To understand current practices, identify areas for improvement, and document gaps in the assessment practices and educational materials. A team of 26 CBSE officers from headquarters and one each from CoEs (Centre of Excellence) to support in evaluation of internal assessment practices in schools.

Activities	Description	Output
Document and Resource Review	Conduct a thorough review of existing assessment frameworks, documents, and educational materials. Assess current practices and identify areas for improvement.	Report summarising current practices, issues, and recommendations for improvement.
Analysis of Scoping and Impact Studies	Analyse findings and recommendations from the Scoping Study and Impact Study to understand gaps and challenges. Examine how these findings align with current practices.	Analysis report highlighting gaps, challenges, and alignment with NCF-SE 2023.
Gap Identification	Identify specific gaps in assessment practices and educational materials based on the reviews	Gap identification report with actionable recommendations.

	and analysis. Address issues related to assessment consistency and quality.	
Baseline Data Collection	Gather baseline data on current assessment practices and educational materials through surveys, interviews, and school visits. Establish a reference point for measuring improvements.	Baseline data report.

Deliverable 2: Update Framework and Training Modules

Objective: To update the assessment framework, and relevant educational materials, and develop training modules for Master Trainers.

Activity	Description	Output
Update the Assessment Framework	Revise the framework to include benchmarking and review standards aligned with NCF-SE 2023.	Comprehensive assessment framework document.
Educational Materials Update	Enhance materials to support the revised frameworks with new approaches and tools.	Revised and enhanced educational materials.
Training Module Creation	Develop training programmes and modules for Master Trainers to implement the new frameworks.	Training modules and materials for Master Trainers.
Selection Criteria for Master Trainers	Establish criteria for selecting Master Trainers based on qualifications and skills.	Master Trainer selection criteria document.

Deliverable 3: Deliver MT Training and Supervise Teacher Cascade (Virtually)

Objective: To train Master Trainers, supervise teacher training, and evaluate the effectiveness of training programs.

Activity	Description	Output
Master Trainer (MT) Training (Virtual)	Design and deliver a comprehensive Master Trainer course. Equip selected MTs with the skills to train teachers effectively. Include practical sessions and materials.	Master Trainer training course and supporting materials.
Teacher Training Supervision (Virtual)	Oversee and evaluate teacher training sessions conducted by Master Trainers. Ensure quality and	Supervision reports and feedback documentation.

	consistency. Provide ongoing support and feedback.	
Baseline and Endline Evaluation	Conduct baseline evaluations to assess initial competencies of Master Trainers and teachers. Follow up with endline evaluations to measure improvements.	Baseline and endline evaluation reports.
Quality Assurance and Monitoring	Implement quality assurance processes to ensure adherence to new frameworks. Monitor ongoing implementation and address any issues.	Quality assurance and monitoring reports.
Documentation and Reporting	Document all processes, findings, and outcomes throughout the project. Prepare and present reports to stakeholders.	Comprehensive project reports and presentations.

List of Key Outputs

Key Output	Description
1. Review Reports	Detailed reports on the review of current internal assessment frameworks and materials.
2. Comprehensive Assessment Framework	A comprehensive updated assessment framework with standardised benchmarks and review standards.
3. Updated Educational Materials	Updated educational materials aligned with NCF-SE 2023.
4. Training Modules and Criteria	Developed training modules and criteria for selecting Master Trainers.
5. Attendance Reports	Records of attendance for all Master Trainer and teacher training sessions observed (approx. 100 MTs and 400 teachers).
6. Certificates and Scoring Feedback Sheets	Certificates of completion and scoring feedback sheets for Master Trainers and teachers.
7. Evaluation Reports	Evaluation reports from baseline and endline assessments of Master Trainers and teachers.
8. Final Evaluation Report	Final evaluation report on the effectiveness of the updated frameworks and training programs.

9. Process Documentation	Documentation of the entire process, including findings, methodologies, and recommendations.
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Expertise Required

The British Council expects bidder with the following qualifications and expertise:

- **Proven Experience:** Track record in managing educational projects, especially those involving assessment frameworks and curriculum development. Strong portfolio of similar successful projects. Experience of working in similar projects in India will be desirable.
- **Relevant Expertise:** Skills in designing assessment frameworks, updating educational materials, and creating training programs for educators, including Master Trainers.
- **Understanding of NCF-SE 2023:** Knowledge of the National Curriculum Framework for School Education (NCF-SE) 2023 and its impact on internal assessments. Ability to align with NCF-SE guidelines.
- **Review and Development Skills:** Capability to review and enhance existing frameworks and materials. Ability to develop comprehensive frameworks that address gaps.
- **Training Program Design:** Experience in designing and implementing training modules for educators, including criteria for selecting Master Trainers.
- **Quality Assurance and Evaluation:** Skills in establishing quality assurance processes and conducting baseline and endline evaluations.
- **Project Management:** Proven ability to manage complex projects, oversee timelines, and coordinate with stakeholders. Experience in comprehensive documentation and reporting. Engaging and working with quality delivery partners from India could be considered for implementation (this to be agreed done through mutual consultation and agreement before contracting).

The selected consultancy firm or bidder should demonstrate a commitment to excellence and a track record of achieving significant educational improvements through their work.

8 Mandatory Requirements / Constraints

8.1 As part of your tender response, you must confirm that you meet the mandatory requirements / constraints, if any, as set out in the British Council’s specification forming part of this ITT. A failure to comply with one or more mandatory requirements or constraints shall entitle the British Council to reject a tender response in full. **This ITT/RFP is only open to bidders having presence in UK.**

9 Qualification Requirements

9.1 As part of your tender response, you must confirm compliance with any tender requirements. A failure to comply with one or more such qualification requirements shall entitle the British Council to reject a tender response in full.

10 Key background documents

10.1 Further relevant background documents / information may be provided to potential suppliers as an Annex to this ITT and/or by way of the issue of additional documents / links to additional information / documents. Please view list of Annexes at the end of this document.

11 Timescales

11.1 Subject to any changes notified to potential suppliers by the British Council in accordance with the Tender Conditions, the following timescales shall apply to this Procurement Process:

Activity	Date / time
Issue of Contract Notice / availability of ITT documents	October 30, 2024
Deadline for clarification questions (Clarification Deadline)	November 8, 2024, 15:00 IST
British Council to respond to clarification questions	November 13, 2024
Deadline for submission of ITT responses by potential suppliers (Response Deadline)	November 20, 2024, 15:00 IST
Award decision standstill letters issued	December 5, 2024
Contract concluded with winning supplier	December 10, 2024
Contract start date	December 13, 2024

12 Instructions for Responding

12.1 The documents that must be submitted to form your tender response are listed at Part [2] (Submission Checklist) of Annex [3] (Supplier Response) to this ITT. All documents required as part of your tender response should be submitted to Rana, Pinal (India) Pinal.Rana@britishcouncil.org cc Gupta, Rajiv (Procurement and Contracting) Rajiv.Gupta1@britishcouncil.org by the Response Deadline, as set out in the Timescales section of this ITT.

12.2 The following requirements should be complied with when submitting your response to this ITT:

- Please ensure that you send your submission in good time to prevent issues with technology – late tender responses may be rejected by the British Council.

- Do not submit any additional supporting documentation with your ITT response except where specifically requested to do so as part of this ITT. PDF, JPG, PPT, Word and Excel formats can be used for any additional supporting documentation (other formats should not be used without the prior written approval of the British Council).
- All attachments/supporting documentation should be provided separately to your main tender response and clearly labelled to make it clear as to which part of your tender response it relates.
- If you submit a generic policy / document you must indicate the page and paragraph reference that is relevant to a particular part of your tender response.
- Unless otherwise stated as part of this ITT or its Annexes, all tender responses should be in the format of the relevant British Council requirement with your response to that requirement inserted underneath.
- Where supporting evidence is requested as 'or equivalent' you must demonstrate such equivalence as part of your tender response.
- Any deliberate alteration of a British Council requirement as part of your tender response will invalidate your tender response to that requirement and for evaluation purposes you shall be deemed not to have responded to that particular requirement.
- Responses should be concise, unambiguous, and should directly address the requirement stated.
- Your tender responses to the tender requirements and pricing will be incorporated into the Contract, as appropriate.

13 Clarification Requests

13.1 All clarification requests *should* be submitted to Rana, Pinal (India) Pinal.Rana@britishcouncil.org cc Gupta, Rajiv (Procurement and Contracting) Rajiv.Gupta1@britishcouncil.org by the Clarification Deadline, as set out in the Timescales section of this ITT. The British Council is under no obligation to respond to clarification requests and will respond if it considers the question appropriate and the question is received before the Clarification Deadline.

13.2 Any clarification requests should clearly reference the appropriate paragraph in the ITT documentation and, to the extent possible, should be aggregated rather than sent individually.

13.3 The British Council reserves the right to issue any clarification request made by you, and the response, to all potential suppliers unless you expressly require it to be kept confidential at the time the request is made. If the British Council considers the contents of the request not to be confidential, it will inform you and you will have the opportunity to withdraw the clarification query prior to the British Council responding to all potential suppliers.

13.4 The British Council may at any time request further information from potential suppliers to verify or clarify any aspects of their tender response or other information they may have provided. Should you not provide supplementary information or clarifications to the British Council by any deadline notified to you, your tender response may be rejected in full and you may be disqualified from this Procurement Process.

14 Evaluation Criteria

14.1 You will have your tender response evaluated as set out below:

Stage 1: Tender responses will be checked to ensure that they have been completed correctly and all necessary information has been provided. Tenders responses correctly completed with all relevant information being provided and all mandatory requirements as set out in the specification met will proceed to Stage 2. Any tender responses not correctly completed in accordance with the requirements of this ITT and/or containing omissions may be rejected at this point. Where a tender response is rejected at this point it will automatically be disqualified and will not be further evaluated.

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Stage 2: The completed Selection Questionnaire will then be reviewed to confirm that the potential supplier meets all of the qualification criteria set out in the questionnaire. Potential suppliers that meet the qualification criteria will proceed to Stage 3. Potential suppliers that do not meet the qualification criteria set out in the Selection Questionnaire may be excluded from the Procurement Process at this point. Where a potential supplier is excluded at this point, its tender response will be rejected in full and not evaluated further and the supplier will automatically be disqualified from this Procurement Process.

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Stage 3: If a bidder succeeds in passing Stages 1 and 2 of the evaluation, then it will have its detailed tender response to the British Council's requirements evaluated in accordance with the evaluation methodology set out below. Information provided as part of Selection Questionnaire responses may also be verified as part of this stage.

14.2 Award Criteria – Responses from potential suppliers will be assessed to determine the most economically advantages tender using the following criteria and weightings and will be assessed entirely on your response submitted:

Criteria	Weighting
Social Value	10%
Quality	25%
Methodology and Approach	25%
Commercial	40%

14.3 Scoring Model – Tender responses will be subject to an initial review at the start of Stage 3 of the evaluation process. Any tender responses not meeting mandatory requirements or constraints (if any) will be rejected in full at this point and will not be assessed or scored further. Tender responses not so rejected will be scored by an evaluation panel appointed by the British Council for all criteria other than Commercial using the following scoring model:

Points	Interpretation
10	Excellent – Overall the response demonstrates that the bidder meets all areas of the requirement and provides all of the areas evidence requested in the level of detail requested. This, therefore, is a detailed excellent response that meets all aspects of the requirement leaving no ambiguity as to whether the bidder can meet the requirement.
7	Good – Overall the response demonstrates that the bidder meets all areas of the requirement and provides all of the areas of evidence requested, but contains some trivial omissions in relation to the level of detail requested in terms of either the response or the evidence. This, therefore, is a good response that meets all aspects of the requirement with only a trivial level ambiguity due the bidders failure to provide all information at the level of detail requested.
5	Adequate – Overall the response demonstrates that the bidder meets all areas of the requirement, but not all of the areas of evidence requested have been provided. This, therefore, is an adequate response, but with some limited ambiguity as to whether the bidder can meet the requirement due to the bidder’s failure to provide all of the evidence requested.
3	Poor – The response does not demonstrate that the bidder meets the requirement in one or more areas. This, therefore, is a poor response with significant ambiguity as to whether the bidder can meet the requirement due to the failure by the bidder to show that it meets one or more areas of the requirement.
0	Unacceptable – The response is non-compliant with the requirements of the ITT and/or no response has been provided.

14.4 Commercial Evaluation – Your “Overall Price” (as calculated in accordance with requirements of Annex [4] (Pricing Approach) for the goods and/or services will be evaluated by the evaluation panel for the purposes of the commercial evaluation. Prices must not be subject to any pricing assumptions, qualifications or indexation not provided for explicitly by the British Council as part of the pricing approach. In the event that any prices are expressed as being subject to any pricing assumptions, qualifications or indexation not provided for by the British Council as part of the pricing approach, the British Council may reject the full tender response at this point. The British Council may also reject any tender response where the Overall Price for the goods and/or services is considered by the British Council to be abnormally low following the relevant processes set out under the procurement rules. A maximum offer score of 10 will be

awarded to the tender response offering the lowest “Overall Price”. Other tender responses will be awarded a mark by application of the following formula: (Lowest Overall Price/Overall Price being evaluated) x 10 (rounded to two decimal places) = commercial score.

14.5 Moderation and application of weightings – The evaluation panel appointed for this procurement will meet to agree and moderate scores for each award criteria. Final scores in terms of a percentage of the overall tender score will be obtained by applying the relevant weighting factors set out as part of the award criteria table above. The percentage scores for each award criteria will be amalgamated to give a percentage score out of 100.

14.6 The winning tender response – obtained by the Authority relating to any self-certification or other requirements referred to in the Selection Questionnaire. If any verification evidence requested from a supplier, or a relevant third party as may be referred to by the supplier in the Selection Questionnaire as a party prepared to provide such information, is not provided in accordance with any timescales specified by the British Council and/or any evidence reviewed by the British Council (whose decision shall be final) does not demonstrate compliance with any such requirement, the British Council may reject that tender response in full and disqualify the potential winning supplier from the Procurement Process at that point.

List of Annexes forming part of this ITT (issued as separate documents):

Annex 1 – Terms and Conditions Contract

Annex 2 – Selection Questionnaire

Annex 3 – Supplier Response

Annex 4 – Pricing Approach