Contents

REGISTER ........................................................................................................................................... 1
LOG-IN ................................................................................................................................................ 4
CLARIFICATIONS ................................................................................................................................. 8
SUBMIT PROPOSAL .............................................................................................................................. 9

REGISTER

1. Click “Register”
2. Fill-out all Mandatory Fields (yellow boxes).
3. Click “Register My Company”

4. Wait for an email confirmation from britishcouncil@in-tendorganiser.co.uk
LOG-IN

1. Go back to Home Page and log-in “e-Mail Address” and “Password”.

Welcome to the British Council electronic tendering process

From this web site you can:
- View a list of tenders/contracts/quotations.
- View information on contracts that have already been awarded.
- Express interest in a particular tender or quotation.
- Receive tender and/or quotation documentation.
- Safely return your tender or quotation documents.
- Send and receive correspondence.

How do I get started?
- To browse the list of tenders and quotations select the Tenders option. If you are interested in any of those listed, click the View Details button for further information and to express your interest.
- To gain full access to this web site you must register your company/organisation using the Register option.
- When your registration has been accepted, you will receive an email containing your Login Information.
- Once you have received your Login Information, or if you are already a registered user, select the Login option.

For more information on using the web site select the Help option.

NOTE: Please be aware that failure to provide correct login information three times will result in your account being locked.
2. Go to “Tenders”, then “Current”

3. Search the name of the tender
4. Click “View Details” then click “Express Interest”
5. Go to “RFQ Documents” tab, then click “Download” for each Tender Document Received.

6. Read the tender documents completely
7. Under “Confirmation of Your Involvement,” Click “Opt In”.
Confirmation of Your Involvement

Please ensure that you inform us of your decision to participate. To submit a response, you will be required to Opt In.

**Opt In**: This will confirm to us of your involvement and your intention to submit a return.

**Opt Out**: This will confirm to us that you are not submitting a return. You will be able to provide a reason as to your decision and have the option to cease any system-generated communication. You will be able to opt back in at any point.

**Attach Documents**

Select documents you wish to add to the My Tender Return section above using the Attach Documents button below.

NOTE: Large files can take some time to upload.

Submit My Return

When you have completed all the above steps and are ready to submit your tender return, click the Submit Return button.

Note: You can make one or more returns on this stage. Your last return will supersede any previous returns.
CLARIFICATIONS

1. If you want to message Procurement for any questions or clarifications, you can do this through Intend instead of sending an email
2. Go to “Correspondence” tab
3. Click “Create Correspondence”

4. Write “Subject” and “Message” then click “Send”
SUBMIT PROPOSAL


2. Once your proposal is complete, click “Attach Documents” then attach the completed files.

3. Click “Submit Return”

4. You will see a confirmation saying “The return has been received by us”