

**Contracting authority and Client:**

AHK Indien / Indo-German Chamber of Commerce  
Office no. 511, Boulevard Towers by BramhaCorp,  
Sadhu Vaswani Chowk, Camp, Pune,  
Maharashtra – 411001, India

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| Award type according to UVgO :                               |
| Public Tender<br><b>Öffentliche Ausschreibung</b>            |
| End of offer period:<br><b>25.06.2026, at 23:59 IST</b>      |
| End of commitment period:<br><b>31.12.2027, at 23:59 IST</b> |

**Invitation to submit an offer**

**Tender procedure:** Language service provider for the implementation of German language courses for 'Hand in Hand for International Talents'  
**Award number:** HiH2-2026-IN

Dear Sir or Madam,

We would like to invite you to submit a bid as part of this tender. Please note the information contained in all further details.

**1. Documents and evidence**

1.1. The bidder can submit their offer on time and in the correct form as follows:

- electronically by email to [sapna.bhosle@indo-german.com](mailto:sapna.bhosle@indo-german.com)
- in text form

*Note: When submitting an offer electronically in text form, the bidder and the natural person making the declaration must be clearly identified.*

1.2. Documents that remain with the bidder and must be observed in the award procedure:

- Description of services
- Information letter in accordance with the GDPR

1.3. Documents that become part of the contract:

The documents listed below are part of the contract and together form the contract that is concluded when the tender is awarded. An additional contract is not required.

*Note: The client can attach a separate contract and/or an order processing agreement and/or a confidentiality agreement to the tender documents. In this case, the respective agreement must be signed by both contracting parties after the contract has been awarded.*

In the event of a contract, the following contract components apply one after the other. The first contract component mentioned takes precedence over the following:

- Description of services,
- Invitation to submit an offer

- Any details provided when answering the bidder's questions
- Completed questionnaire (see appendix to the description of services)
- Offer and award of contract
- General terms and conditions for the execution of services (VOL/B)

1.4. Documents and evidence to be submitted with the offer:

- Offer calculation (\*) including breakdown of costs per person per language level on the price sheet (in Excel format)
- Offer concept (\*)
- Completed questionnaire
- Signed annexures (refer to the document 'General conditions for tendering procedures') (\*)
- Information on key personnel
- Work samples or references
- Company profile

*Note: Please note that the attachments marked with (\*) are minimum components when submitting the offer and therefore must be submitted!*

1.5. The following minimum conditions are specified for the required attachments:

a) Company profile

The bidder must also submit a meaningful company profile, particularly with regard to experience with the target group.

b) Minimum requirement for key personnel

*Coordinator and teachers*

The client places particular importance on close cooperation in direct dialogue and the flexible and timely implementation of any organizational changes that may arise during the course of the project. The contractor must therefore appoint a coordinator who is responsible for all matters relating to the execution of the contract and has personnel authority over his staff, as the overall contact person for the client. In addition, the professional qualifications and experience of the language teachers must be proven.

## 2. Important information on the procedure

2.1. The procurement is conducted as a public tender.

### **Information on the framework agreement/framework contract**

The client intends to conclude a framework agreement with a maximum of one partner. The planned order volume is ultimately **estimated** at 40 candidates (A1 to B1 German language level).

The client will request the contractor's services in the form of individual orders. This framework agreement is the basis for each individual order. The conditions apply even if they are not expressly referred to in the individual order. When awarding the individual orders based on this framework agreement, no substantial changes may be made to the conditions of the framework agreement.

*The contractor has no right to be awarded specific orders or a specific number of orders. There is no obligation on the part of the client to accept them.*

## 2.2. Communication during the tender procedure

Correspondence between the client and the participants during the tender procedure must be carried out exclusively by email.

Inquiries to IGCC: Address your enquiries to Sapna Bhosle [sapna.bhosle@indo-german.com](mailto:sapna.bhosle@indo-german.com)

Inquiries by: June 14, 2026 (receipt by the client)

*Note: Bidder questions or bidder information must be sent immediately to the awarding authority in the form specified above. Information requested in good time will be answered by the client as soon as possible after receipt.*

It is intended to award the services specified in the attached service description in the name and on behalf of the following company(s): AHK Indien / Indo-German Chamber of Commerce, Office no. 511, Boulevard Towers by BramhaCorp, Sadhu Vaswani Chowk, Camp, Pune 411001, Maharashtra, India.

## 2.3. Execution periods, contract terms and contract extensions

It is intended to conclude a contract for the following period:

Contract start: July 1, 2026

Contract end: December 31, 2027

The execution period begins immediately after the contract is awarded. The term is planned to run until the end of 2027.

The contract term begins with the award of the contract (probably at the beginning of July 2026) and then amounts to a fixed period until the end of the project term in India (probably the end of 2027), unless the client terminates the contract 3 months before the end of the contract term.

The contract ends, however, no later than: December 31, 2027

## 2.4. Additional termination option:

No separate agreements apply beyond the provisions of the special and/or additional contractual conditions.

2.5. The attached service description does not contain any optional services.

2.6. There is no provision for the tender to be awarded via lots.

2.7. Partial and additional offers are not permitted.

## 3. Procedure

The offer must be submitted by the end of the offer period. Offers will be opened after the offer period has expired. The bidders are not permitted to take part in the opening.

The bidders' offers submitted on time on the basis of these tender documents will be checked for the absence of grounds for exclusion (including completeness of the offers and compliance with all mandatory requirements of the service description) and for the fulfilment of the eligibility criteria.

The client will ultimately award the contract to the bidder who submitted the most economical offer in accordance with point 4.

#### 4. Evaluation of the offer

The contract shall be awarded to the bidder who submitted the most economical offer.

4.1. The following award criteria will be used to determine the most economical offer and are weighted as follows:

| Main criteria (1st level)                                    | Weighting   | Sub-criteria (2nd level)                                 | Weighting    | Share of Total | Max. achievable points |
|--|-------------|--|--------------|----------------|------------------------|
| 1. Price   | 40%         |  |              |                | <b>40</b>              |
| 2. Quality concept   | 60%         |  |              |                |                        |
| <i>The second main criteria group is divided as follows:</i> |             | 2.1 Competencies, teachers and language teaching         | 25%          | 12%            | <b>15</b>              |
|  |             | 2.2 Experience with the target group or similar projects | 15%          | 7%             | <b>9</b>               |
|  |             | 2.3 Number of hours per level                            | 20%          | 10%            | <b>12</b>              |
|  |             | 2.4 Resource availability and technical infrastructure   | 15%          | 7%             | <b>9</b>               |
|  |             | 2.5 Flexibility and frequency of courses                 | 15%          | 7%             | <b>9</b>               |
|  |             | 2.6 Flexible payment options                             | 10%          | 5%             | <b>6</b>               |
| <b>Summe</b>   | <b>100%</b> |  | <b>100 %</b> |                | <b>100</b>             |

Note: At each distribution step, 100% is assumed for the lower level. Accordingly, the percentage values for the criteria groups and subsequent criteria in relation to the total weight are only relative values.

\* The actual share of a criterion in the total value is calculated as follows:

100\* Percent of main criteria group (1st level) \* Percent of sub-criteria (2nd level)

#### 4.2. Evaluation according to the award criterion “price”

The evaluation in the award criterion “price” is based on the costs per person per level.

The total number of points achieved by the respective offer is calculated by determining the price point value (PPV) and the quality score (QS). The total number of points is determined on the basis of the calculated point values according to the weighting of price and quality.

**Point calculation of the price point value (PPV):**

$$\frac{P1 \text{ (Price of the cheapest offer)}}{P2 \text{ (Price of the offer to be evaluated)}} \times 100 = \text{Price Point Value (PPV)}$$

**Calculating the quality score (QS):**

$$\sum \text{Points of all sub-criteria} = \text{Quality Score (QS)}$$

**Total number of points :**

$$(\text{PPV} \times \text{Weighting } 40\%) + (\text{QS} \times \text{Weighting } 60\%) = \text{Total points}$$

**4.3. Assessment according to the award criterion “quality”**

The bidder must use the offer to develop a concept for cooperation with the client that is specifically tailored to the client’s needs.

**4.4. Assessment according to the sub-criterion “quality of the offer”**

This sub-criterion assesses the following aspects:

- 2.1 Competencies and teacher training of the language school’s teachers
- 2.2 Experience with the target group or similar projects in the area of German lessons for skilled workers with the aim of skilled employment migration to Germany
- 2.3 Number of hours per German language level (A1, A2, B1)
- 2.4 Availability of resources and technical infrastructure for language course design
- 2.5 Flexibility and frequency of courses for integration into regular online courses
- 2.6 Flexible payment options for the client

4.5. In the event of a tie, the contract will be awarded to the bidder whose offer has achieved the higher number of points in the “price” criterion.

**5. Additional requests**

In order to be complete, the offer must cover all the requirements contained in the tender documents. The client specifies that if information and/or documents are missing, the client can request additional information. Offers that have not submitted the requested information and/or documents after the deadline has expired will be excluded from the further tendering process.

**6. Remuneration**

The costs for preparing the offers, including the necessary preliminary work and calculations, for preparing any offer presentation and for preparing other attachments and evidence listed in these documents, will not be reimbursed.

Please note that the prices stated cover all work and services. Other additional costs are not reimbursed separately, but are covered by the remuneration. No flat rates are paid for general material and third-party costs (e.g. travel costs, costs of regular office communication or black and white copies of all kinds, technical costs for making the work visible). The contractor is responsible for paying taxes on the remuneration and other fees and incidental costs. No flat rates can be paid for general communication costs, and travel costs in Germany/India cannot be calculated.

If you do not wish to submit a bid due to your company's capacity or for other reasons, please let us know briefly. This will not result in any disadvantages for you in future tendering procedures.

Please refer to the service description for further explanations and details.

Kind regards

Sapna Bhosle  
Head - Skilled Migration,  
AHK Indien / Indo-German Chamber of Commerce