NOTICE INVITING TENDERS FOR TRANSCRIBING AND EDITING OF VIDEOS CREATED UNDER NPTEL

Dear Sir/Madam,

On behalf of NPTEL, Indian Institute of Technology Madras, offers are invited for the "**Text Transcription and Editing of NPTEL Video Lectures"** conforming to the specifications given in the next few pages.

Instructions to the Bidder

(i) **Preparation of Bids:** - The tenders should be submitted under two-bid system (i.e.) Technical bid and Financial bid.

(ii) **Delivery of the tender:** - The tender shall be sent to the below-mentioned address either by post or by courier so as to reach our office before the due date and time specified in our Schedule.

Proposals should reach the following address by **5 P.M. on April 4, 2016**

       The NPTEL Coordinator

       Web Studio,

       IC & SR building, Third floor

       IIT Madras, CHENNAI 600036

Tentative Date, Time and Venue of Pre-bid Meeting:
7 April 2016, 3 P.M. Conference Hall, Third floor, IC & SR building, IIT Madras

Tentative Date, Time and Venue of Opening of Technical bids:
14 April 2016, 3.00 P.M, Conference Hall, Third floor, IC & SR building, IIT Madras

Tentative Date, Time and Venue of Technical presentations by technically qualified vendors:
18 April 2016, 10.00 A.M, Conference Hall, Third floor, IC & SR building, IIT Madras

Tentative Date, Time and Venue of Opening of commercial bids:
22 April 2016, 3.00 P.M, Conference Hall, Third floor, IC & SR building, IIT Madras

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About NPTEL

The National Programme on Technology Enhanced Learning (NPTEL), a project funded by the Ministry of Human Resource Development (MHRD), was initiated by the seven Indian Institutes of Technology (Bombay, Delhi, Guwahati, Kanpur, Kharagpur, Madras and Roorkee) and the Indian Institute of Science, Bangalore for creating video and web course contents in engineering and science. The project is coordinated by IIT Madras. (www.nptel.ac.in)

NPTEL has completed 12 years since inception. There are about 1000 web and video courses across 23 disciplines on the NPTEL web site. Our primary objectives are to facilitate the competitiveness of Indian industry in the global markets by improving the quality and reach of engineering education and make high quality learning material available to students of engineering institutions across the country, free of cost.

About Text Transcription

Using the services of vendors, NPTEL has been providing accurately transcribed text files with video images of all NPTEL video lectures. Authentication of the text is also being done with the help of faculty and students in the respective areas. This will enable viewers to browse through authenticated text contents of engineering lessons in video and search for specific topics with the help of powerful search engines.

A further collection of videos are now available for transcribing.

The process of text transcription will involve:
1. Listening to the video & typing the contents verbatim

The process of editing the transcripts will involve:
1. Listening to the video, formatting and editing the content to match the speakers' words
2. Capturing relevant screens
3. Doing a quality check before final submission.

IMPORTANT CONDITIONS OF THE TENDER

1. **Last Date:** The last date for the submission of the tender is **April 4, 2016 5:00 p.m**. In the event of this day being declared as a holiday, the tenders can be submitted up to 3:00 p.m. on the following working day.

2. **Two-bid system**: The offers / bids should be submitted in two bids systems (i.e.) Technical bid and Financial bid. The Technical bid should consist of all technical details / specifications only. The Financial bid should indicate item-wise price for each item and it should contain all Commercial Terms and Conditions including Taxes, guarantee, payment terms, pricing terms etc. The Technical bid and Financial bid should be put in separate covers and sealed. Both the sealed covers should be put in a bigger cover. The limited tender for scope of work **"Text Transcription and Editing of NPTEL Video Lectures"** should be written on the left side of the outer cover and sealed.

3. **EMD:** - EMD should be at 2% (two percent) of the tender value quoted by the bidder. The EMD should be included in the Financial bid which will not be opened for Technical evaluation. Enclosing the EMD in the Technical bid will automatically disqualify the tenderer. EMD should be in the form of DD in favour of "The Registrar, Indian Institute of Technology Madras" and payable at Chennai. The tender without EMD would be considered as UNRESPONSIVE and REJECTED. Photo/FAX copies of the Demand Draft/Banker's pay orders will not be accepted. No interest will be paid for the EMD and the EMD (Bid Security) will be refunded to the successful bidder on receipt of Performance Security. **The unsuccessful bidder EMD will be returned to them after opening the Technical Bid.**

   (ii)The EMD (Bid Security) will be refunded to the Successful bidder on receipt of 5% Bank Guarantee.

   (iii)The Bank Guarantee should be valid for the period of 12 months from the date of Completion of work.

4. **Performance Security:-** The successful bidder should submit Performance Security for an amount of 5% of the value of the contract/supply. The Performance Security may be furnished

in the form of an Account Payee DD, FD Receipt from the commercial bank, Bank Guarantee from any nationalized bank of India will be an acceptable. **Only after submission of Performance Security, Purchase Order/Work Order will be released / L.C will be opened.**

Performance Security in the form of Bank Guarantee:- In case the successful bidder wishes to submit Performance Security in the form of Bank Guarantee, the Bank Guarantee should be routed through the Beneficiary Bank to the end user bank. Otherwise, the Indian Agent of the foreign vendor has to submit a Bank Guarantee from a Nationalized Bank of India.

The Bank Guarantee should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including the warranty obligations.

5. If an Indian agent is involved, the following documents must be enclosed:

    Foreign principal's proforma invoice indicating the commission payable to the Indian Agent and nature of after-sales service to be rendered by the Indian Agent.
    i) Copy of the agency agreement with the foreign principal and the precise relationship between them and their mutual interest in the business.
    ii) The enlistment of the Indian agent with Director General of Supplies & Disposals under the Compulsory Registration Scheme of Ministry of Finance.

6. **Risk Purchase Clause**:- In the event of failure of submitting deliveries within the stipulated delivery schedule, the purchaser has all the right to purchase the item from other sources on the total risk of the supplier under risk purchase clause.

7. **Delivery Schedule: -** The tenderer should indicate clearly the time chart for completion of 25%, 50%, 75% and 100% of work, within stipulated time. In case there is any delay in the completion of the work, liquidated damages clause will be enforced or penalty for the delayed supply period will be levied.

8. **Payment: -** No Advance payment will be made. Installment payments after 25%, 50%, 75% and 100% of satisfactory completion of work will be made.

9. **Validity of offer: -** Tenderers shall agree to keep the tender open for sixty (60) days from the due date of submission thereof and not make any modifications in the stated terms and conditions.

10. **Late offer**: - The offers received after the due date and time will not be considered and the same will be returned unopened to the respective tenderers. The Institute shall not be responsible for the late receipt of Tender on account of Postal, Courier or any other delay.

11. **Acceptance and Rejection**: - I.I.T Madras has the right to accept the whole or any parts of the Tender, or portion of the quantity offered, or reject it in full, without assigning any reason.

12. **Opening of the Tender**: The bids will be opened by the Tender Committee duly constituted for this purpose, in the presence of such Tenderers or their authorized representatives, who choose to be present, at the appointed place, time and date.

13. **Disputes and Jurisdiction**: -

a. **Settlement of Disputes:** Any dispute, controversy or claim arising out of or in connection with this Tender including any question regarding its existence, validity, breach or termination, shall in the first instance be attempted to be resolved amicably by both the Parties. If attempts for such amicable resolution fails, or no decision is reached within 30 days, whichever is earlier, then such disputes shall be settled by arbitration in accordance with the Arbitration and Conciliation Act, 1996. Unless the Parties agree on a sole arbitrator, within 30 days from the receipt of a written request by one Party from the other Party to so agree, the arbitral panel shall comprise of three arbitrators. In that event, the supplier will nominate one arbitrator and the Project Coordinator of IITM shall nominate one arbitrator. The Dean IC&SR will nominate the Presiding Arbitrator of the arbitral tribunal. The arbitration proceedings shall be carried out in English language. The cost of arbitration and fees of the arbitrator(s) shall be shared equally by the Parties. The seat of arbitration shall be at IC&SR IIT Madras, Chennai.

b. Any legal disputes arising out of any breach of contract pertaining to this tender shall be settled in the court of competent jurisdiction located within the city of Chennai in Tamil Nadu.

14. All Amendments, time extension, clarifications etc., will be uploaded on the website only and will not be published in newspapers. Bidders should regularly visit the IIT Madras website to keep themselves updated. No extension in the bid due date/ time shall be considered on account of delay in receipt of any document by mail.

15. **Acknowledgement**: - It is hereby acknowledged that the tenderer has gone through all the conditions mentioned above and agrees to abide by them.

SIGNATURE OF THE TENDERER ALONG WITH SEAL OF THE COMPANY WITH DATE

WORK DESCRIPTION

Scope of work

Up to 10,000 hours of video to be transcribed and edited on or before the closing date of NPTEL Project. Purchase Orders will be released periodically based on the availability of NPTEL video courses.

Steps involved

1. Listen to the video & type the contents verbatim
2. Capture relevant screens
3. Edit the typed content and make it readable
4. Do quality check before final submission

Deliverable

1. Verbatim raw text transcriptions of approximately 1 hour duration of video lectures at an accuracy of 95% or more to be supplied as ASCII text format.
2. Raw text to be edited for syntax and supplied in a format suitable for web publishing (preferably .doc or .docx) to allow for peer editing. Slides and screenshots of presentation materials in the video must be included in the edited file.

Source material

NPTEL will provide videos of lectures to be transcribed and edited.

Delivery Schedule

Approximately 2000 video lectures in engineering / science subjects of one hour duration each to be processed within 6 months from the date of issue of P.O.

Quality Check

Quality Check of deliverable should be done at your end. NPTEL will also conduct one round of quality check. If the submitted work does not meet our standards, re-work to be done at your end.

Payment

Installment payments will be made after 25%, 50%, 75% and 100% of satisfactory completion of work.

Apportion of work

In the event more than one vendor is found qualified, IIT Madras reserves the right to apportion the work based on the experience of the vendor and the quality of the sample provided. To enable this, one

sample verbatim encrypted file and one edited file must be submitted along with the tender (see below).

Details of past work

Details of past work to be provided along with tender including:

- Links to sites where at least 200 hours of transcribed work is published, ideally of science content
- Time frame within which this work was completed

To be submitted along with Tender

Provide the first 5 pages of transcribed and edited file of the following video.

http://nptel.ac.in/courses/111108081/

Samples for reference:

In the next few pages are shown samples of the raw transcript and the corresponding edited file of a video lecture.

Sample Raw Transcription

Transcriber's Name:
Electronics for Analog Signal Processing Part - II
Prof. K. RadhakrishnaRao
Department of Electrical Engineering
Indian Institute of Technology, Madras
Lecture - 05
h & g Negative Feedback

in the last class we saw how z and y feedback could be applied to obtain voltage control current source and current control voltage source respectively
then we also discussed how h and g can result in ah ah voltage control voltage source that is common collector and current control current source that is common base structures
same thing can be done with field effect transistors single field effect transistor resulting in common drain and common gate configurations
we are now discussing how h and g feedback can be applied using a pair of transistors cascaded amplifiers that is
a transistor amplifier that's a bi polar or field effect ac picture only given is cascaded to another transistor amplifier
so we have T one and T two with respective loads of Rc one and Rc two so one amplifier is cascaded to another amplifier

when such a pair okay as shown here is used what are the possible negative feedback configurations i have told you earlier that with a single transistor and additional passive network you can only get a negative feedback structures which are z and y without any passive network you can get h and g
with a pair of transistors like this you will get negative feedback only for h and g feedback
what is h it is series at the input and shunt at the output g feedback is shunt at the input and series at the output h feedback is adopted in order to obtain a voltage control voltage source so h feedback is adopted for an idealization towards voltage control voltage source g feedback for an idealization towards current control current source

Sample edited lecture

Electronics for Analog Signal Processing - II
Prof. K. Radhakrishna Rao
Department of Electrical Engineering
### Indian Institute of Technology – Madras

Lecture - 5
h & g Negative Feedback

In the last class, we saw how z and y feedback could be applied to obtain voltage control current source and current control voltage source, respectively. Then, we also discussed how h and g can result in voltage control voltage source, that is common collector; and current control current source, that is common base structures. Same thing can be done with field effect transistors, single field effect transistor, resulting in common drain and common gate configurations.

We are now discussing how h and g feedback can be applied using a pair of transistors, cascaded amplifiers. That is, a transistor amplifier, let us say a bipolar or field effect, A C picture only is given, cascaded to another transistor amplifier. So, we have T 1 and T 2 with respective loads R c 1 and R c 2. So, one amplifier is cascaded to another amplifier.

When such a pair as shown here is used, what are the possible negative feedback configurations? I have told you earlier that with a single transistor and additional passive network, you can only get negative feedback structures, which are z and y. Without any passive network, you can get h and g; with a pair of transistors like this, you will get negative feedback only for h and g feedback.

(Refer Slide Time: 03:05)
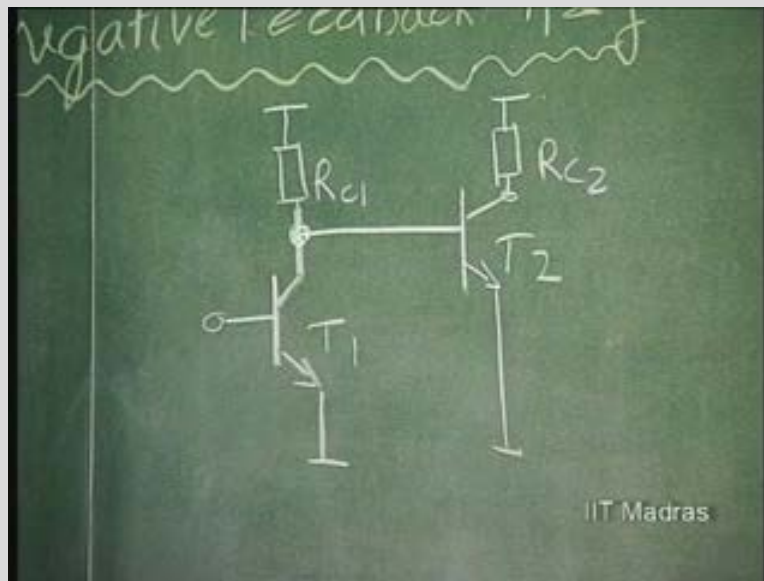
What is h? It is series at the input and shunt at the output. g feedback is shunt at the input and series at the output. h feedback is adopted in order to obtain a voltage control voltage source. So, h feedback is adopted for an idealization towards voltage control voltage source. g feedback for an idealization towards current control current source.

(Refer Slide Time: 04:22)
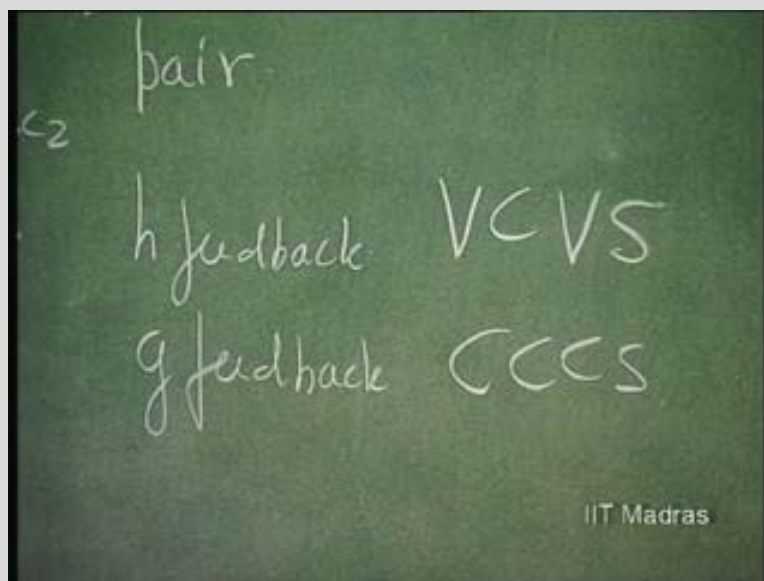
Guidelines for Text Transcription and Editing

Text files: Verbatim raw text transcriptions of video lectures following international transcription and protocols (for machine transcription) at an accuracy of 95% or more, to be supplied as ASCII text format.

Edited files: Raw text should be edited for syntax and supplied in a format suitable for web publishing (in .doc or .docx), in order to allow for peer editing. Slides and screenshots of presentation materials in the video must be included in the edited file.

Guidelines for .txt files

Quality Attributes	Acceptance Criteria
Lecture broken down into sentences	Avoid long paragraphs and limit to 5 sentences per paragraph
No punctuations	There should not be any full stops, comma or any kind of punctuations
No Symbols	Do not use any symbols. If it is mentioned as = we should type as 'equal to'
In Numerals	Numbers in words has to be changed to numerals. E.g. nineteen eighty three should be written as 1983.
Are all typos checked	There should be no typos.
Repeated contents captured	All the repeated terms/contents should be captured. Ex: means means. Both means to be mentioned.
Incomplete words captured	All the incomplete words should be captured. Incomplete words should be mentioned within brackets (trans).
Fillers	All the fillers to be captured. Ex 'uh, 'ah', 'hmm'…
Snapshot of slides and time frame mentioning	Snapshots should be in the doc as and when one slide is captured. Start time should be captured for each of the slides.
Rework Criteria	Rework should be done if the number of errors is more than 5% instances compared to the total number of words.

Guidelines for Edited files

1. Transcriber's name should be removed from the document.

2. The **header part** should be in the order of Subject name, Prof. name, Department, Institute name, Lecture number and Lecture title. These should be centered and in **bold** and no abbreviations should be used**.**

3. We need to retain what the professor says and we need not change or add anything to the document.

4. '**Refer Slide Time'** should be in a separate line. Not in continuity with the text part. Make sure '**R, S and T** are capitalized and in this format: (Refer Slide Time: 22:30)

5. The transcribed work should match verbatim of what the Professor says. Nothing should be added or removed. While editing, we should focus on readability also.

6. Every new sentence must begin with a Capital letter.

7. Sentence breaking must be done at the right place and make sure the sentences convey a complete meaning. In some cases the word doc may not accept some scientific and technical words and it may be highlighted as an error, even in such a case do not try to change the original word.

8. Clubbing of words should be avoided - E.g: Thisis an edited file should be - This is an edited file.

9. Certain words may not sound audible and clear, therefore it is suggested that the editor access Google directory to find the appropriate word.

10. Deletion of sounds and unnecessary words like ah, uh, um should be done.

11. [No Audio found] – Remove such occurrences in the edited file.

12. Words which are not clear should be heard again and put in correct format; else exact timing to be captured and put as E.g. (( )) (23:10).

13. Only one space should be left in between every word.

14. Conversation between Professor and student – While editing, the following will be added "Professor - student conversation starts" and "Professor - student conversation ends".

15. Repeated small words can be deleted.

16. Ensure that all slides that are referred to in the transcription are pasted in the document.

17. Expressions like comma, colon, semicolon has to be inserted in appropriate places.

18. Appropriate signs have to be inserted only for specific symbols written in words such as (plus +, comma, minus –, open/close brackets (), percentage %) change symbols that are only accessible in your keyboard and do not use character map or Google search to insert signs. **Do not change signs for** square root, multiplied by & into, divided by. etc. (Leave these words as it is.)

19. **Do not change any superscript;** retain them in words:

- For e.g. 10 to the power 2 or 10 square 2 should be as is, do not change it to 10^2. Example: 10_t should be typed as 10 t (10 space t).

- When both super script and subscript comes, it should be written as letter followed by superscript then followed by subscript with a space in-between. E.g − a_1^2 can be written as a 1 2

20. All technical equations must be written accurately.

21. Numbers in words has to be changed to numerals. E.g. nineteen eighty three should be written as 1983. Words like one, two, three etc should be in numerals in **appropriate places**: For e.g. *This is* **one** *of the examples* should say "**one**". *Sometimes the Prof. counts the numbers* like: one, two, three…. Up to eight values, *in this case please write the numerals*: 1, 2, 3…. Up to 8 values.

22. Words like can't, won't, that's etc. should be split and written as cannot, will not, that is etc.

23. Document consistency has to be maintained throughout the entire text. For e.g. the name of a place, person as **A**lbert **E**instein should be in the same style throughout the text and should not be albert Einstein or Albert einstein.

24. All the names of places, persons, subjects etc. has to begin with capital letter.

25. If the Professor is pointing to the board and saying "this, this and this is the equation for the problem", etc. then first make sure that we already have a screen-shot with the time; next, note the exact recorded time he starts pointing towards the board and write (Refer Slide Time:…….) with that exact time inside the brackets.

FORMATTING INSTRUCTIONS for final edited file in .doc/.docx format

- **Line Spacing:** Single line spacing for the header; rest of the document, use 1.5 points spacing. Use Single line spacing before the Refer Slide Time and after the slide also.
- **Text alignment:** JUSTIFIED
- **Image Size:** The image size must be 3"h × 4"b. All images should be aligned to the **centre.** Format image layout as 'In line with the text' for the screen shots inserted in the document. (Right click the image, select 'Format Picture, select 'Layout' tab and verify).
- **Margins:** Set as 'Normal'
- **Orientation** - portrait, size - A4 and column should be one.
- **Font:** For the entire document, the theme font should be Times New Roman and font size should be 12.
- **Zoom: 100%**
- **Page Break:** Insert 'Page Break' at appropriate places instead of pressing the 'Enter' key several times.