

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

- By National Programme on Technology Enhanced Learning (NPTEL)

Disclaimer

The information contained in this document or subsequently provided to Bidder(s), whether verbally or in documentary form by NPTEL, shall be subject to the terms and conditions set out in the Terms of Reference Document and all other terms and conditions subject to which such information is provided. The purpose of this document is to provide the Bidder(s) with information to assist the formulation of their Proposals. This document does not purport to contain all the information each Bidder may require. This document may not be appropriate for all persons, as it is not possible for NPTEL to consider the investment objectives, financial situation and particular needs of each Bidder who uses this document. Each Bidder should conduct its own homework and analysis and should check the accuracy, reliability and completeness of the information in this document and wherever necessary obtain independent advice from appropriate sources. NPTEL makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this document. NPTEL may in its discretion, but without being under any obligation to do so, update, amend or supplement the information in this document.

This Tender is not an offer by NPTEL but an invitation to receive bids from vendors. No contractual obligation whatsoever shall arise from the tender process unless and until a formal contract is signed and executed by duly authorized office bearers of NPTEL with the vendor.

INDEX

Summary and Tender Notice	5
Important Dates	6
1. Introduction	7
1.1 About NPTEL	7
Some highlights:	7
1.2 NPTEL Online Certification	8
1.2.1 Certification process:	8
1.2.2 Statistics regarding the open online courses since March 2014 till March 2019	8
2. Background	9
3. Eligibility criteria	9
3.1 Vendor	9
4 Scope of work	9
Work Flow & Schedule of work	11
5.1 General Terms and Conditions	11
5.1.1 Format for submission of bid	11
5.1.2 Enclosures	11
5.1.3 Two Bid system	12
5.1.4 Performance Security	13
5.1.5 Closure and commissioning	13
5.2 Amendment in RFP	13
5.3 Bid Disqualification	14
5.4 Queries and Clarification	14
5.5 Right to Accept/Reject Bids	14
5.6 Other Conditions	15
5.7 Deviations	16
5.8 Mode of Payment and penalty clauses	17
5.9 Confidentiality	17
5.10 Force Majeure	17
5.11 Termination for Default	18

5.12 Termination for Insolvency	18
5.13 Suspension	18
5.14 Jurisdiction of Courts	18
6 Bid Evaluation Process	19
6.1 Technical Evaluation	19
6.2 Financial Evaluation	20
7. Annexures	21
Annexure - 0: Acknowledgement	22
Annexure - 1: Financial Information	23
Annexure - 2: Details regarding works of similar nature executed in the past 2 years	24
Annexure - 3: Projects of similar nature currently under execution	25
Annexure - 4: Performance Report for works referred in Annexures - 2 and 3	26
Annexure - 5: Structure of the Organization	27
Annexure - 6: Profile of team	28
Annexure - 7: Escalation Matrix	28
Annexure - 8: Work Flow	30
Annexure - 9: Schedule of Work	31
Annexure -10: Financial Bid	32
Annexure -11: Checklist	33
Annexure -12: Sample Edited File	34
Annexure -13: Guidelines	37

Summary and Tender Notice

Tenders are invited from reputed Agencies based in India to act as Vendor for transcribing and editing videos produced by NPTEL

Interested Bidders eligible as per qualification criteria may submit their response to the RFP latest by 07th May 2019 till 02:00p.m by Courier or In Person to the following address:

Senior Manager
Project Purchase
2nd Floor
IC & SR
IIT Madras
Chennai 600036

The detailed RFPdocument can be obtained from <https://tenders.iitm.ac.in/>.

Important Dates

Date, Time and Venue of Pre-Bid Meeting:

30.04.2019 – Tuesday, 3pm Annex Hall, ICSR, 1st Floor IIT Madras

Deadline for submission of tender

07/05/2019 Tuesday, 2pm, ICSR Purchase Section, 2nd Floor, IIT Madras

Date, Time and Venue of Opening of Technical Bids:

07/05/2019 Tuesday, 4pm, Annex Hall, ICSR 1st floor, IIT Madras

Date, Time and Venue of Opening of Commercial Bids:

10/05/2019 Friday, 4pm, Annex Hall, ICSR 1st floor, IIT Madras

1. Introduction

1.1 About NPTEL

The National Programme on Technology Enhanced Learning (NPTEL) was initiated by seven Indian Institutes of Technology (Bombay, Delhi, Kanpur, Kharagpur, Madras, Guwahati and Roorkee) along with the Indian Institute of Science, Bangalore in 2003. Five core disciplines were identified, namely, civil engineering, computer science and engineering, electrical engineering, electronics and communication engineering and mechanical engineering and 235 courses in web/video format were developed in this phase.

The main goal of NPTEL Phase II (2009-14) was to build on the engineering and core science courses launched previously in NPTEL Phase I. An additional 600 web and video courses were created in all major branches of engineering, physical sciences at the undergraduate and postgraduate levels and management courses at the postgraduate level. Several improvements such as indexing of all video and web courses and keyword search were implemented.

Some highlights:

- Largest online repository in the world of courses in engineering, basic sciences and selected humanities and social sciences subjects
- Online web portal <http://nptel.ac.in> – more than 471+ Million views
- Youtube channel for NPTEL – most subscribed educational channel, 1.5+ Million channel subscribers, 404 Million+ views
- Video content + Transcriptions + Subtitles: 54000+ hours
- Most accessed library of peer-reviewed educational content in the world

1.2 NPTEL Online Certification

The objective of enabling students obtain certificates for courses is to make students employable in the industry or pursue a suitable higher education programme. Through an online portal (onlinecourses.nptel.ac.in), 4-, 8-, or 12-week online courses, typically on topics relevant to students in all years of higher education along with basic core courses in sciences and humanities with exposure to relevant tools and technologies, are being offered. The enrolment to and learning from these courses involves no cost. Following these online courses, an in-person, proctored certification exam will be conducted and a certificate is provided through the participating institutions and industry, when applicable.

1.2.1 Certification process:

NPTEL began the initiative of offering certification to students for courses in March 2014. The process of certification is as follows:

- Subject Matter Experts (SME - faculty from IITs or partner institutes with input from industry) create recorded video content for courses.
- The course is uploaded on the portal and opened for enrolments, which is free.
- Every week, about 3 hrs of video content is released along with an assignment, which is evaluated and provides the student with a score.
- Teaching Assistants (TAs) and the faculty members support the discussion forum – answering questions and clearing doubts.
- If someone wants to get a certificate from the IITs/IISc after doing the course, he/she should register for the in-person proctored certification exam that is conducted in about 100 cities across India in collaboration with an exam partner. The certification exam is not free but has a nominal fee of Rs 1100.
- Final score=25% assignment score + 75% exam score. To be eligible for a certificate, the learner should have scored $\geq 40\%$ final score. E-verifiable certificates are made available on nptel.ac.in/noc and hard copies are also dispatched to the candidates.
- These certificates are envisioned for use in credit transfer to universities or for making the student more employable or for enhancing his growth in his current place of work.

1.2.2 Statistics regarding the open online courses since March 2014 till March 2019

- Completed courses: 1300
- Enrolments across courses: 6.6 Million+
- Number of exam registrations: 6.7 Lakhs+
- All the statistics pertaining to completed courses are available at nptel.ac.in/noc.
- All courses are completely free to enrol and learn from. The certification exam is optional and comes at a fee of Rs 1100/course exam.
- Ongoing courses: 291 (Jan-Mar 2019); Exams are on-going
- Upcoming course: 360+ - will be open for enrolment from June 2019

2. Background

All NPTEL videos are transcribed and published as PDF files on our portal. Till date we have published transcribed content for about 50,000+ video hours. Every semester, approximately 3500 to 4000 hours of video content is generated. Approximately 300 hours of video has to be transcribed per week by the vendor based on availability of video content. Work is apportioned amongst vendors and based on quality and turn-around of deliverable, next instalment of work is allotted.

Vendor is expected to listen to the video & type the contents verbatim, capture relevant screens, edit the typed content and make it readable and finally do quality check before submission.

3. Eligibility criteria

In this tender document, Vendor, Bidder and Bidding agency mean one and the same. The bidding agency shall be a single point of contact with the NPTEL office and shall be solely responsible for the execution and delivery of the work.

The basic eligibility of a vendor shall be assessed based on following pre-qualification criteria.

3.1 Vendor

3.1.1. Vendor shall be a company registered in India and should be operating in India for at least last 5 years offering similar services. The company Registration certificate should be submitted for this. They should have a minimum turnover of **Rs. 1 crore p.a for last 3 years**. The details in this regard to be submitted are in **Annexure 1 and 2**.

3.1.2. Vendor should have created at least 2500 hrs of text transcription+editing in last 2 years for premier institutions in educational domain . They should have a demonstrable track record of management of such services and provide detailed information on prior and current projects as shown in **Annexure 3 and 4**.

4 Scope of work

The purpose of this tender is to identify Vendor(s) who will deliver raw as well as transcribed text of video lectures for a period of 3 to 4 years and 20,000 to 30,000 hours of videos 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 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.

Sample Deliverable are given at the end of the document , Annexure 12 for the content available at <https://nptel.ac.in/courses/117106088/5> to enable the bidder understand the work and use.

Source material

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

Delivery Schedule

Approximately 20,000 to 30,000 hours of video lectures in engineering / science / humanities subjects to be transcribed and edited from the date of issue of first P.O. Please provide schedule of work as per Annexure -9.

Quality Check

Quality Check of deliverable should be done at Vendor's 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 based on mutually agreed schedule.

Payment

Instalment payments will be made after 50%, and 100% of satisfactory completion of work.

Apportion of work

In the event more than one vendor is found qualified, NPTEL reserves the right to apportion the work based on the experience of the vendor and the quality of the sample provided. To enable this, 5 sample verbatim encrypted file and edited file must be submitted along with the tender as part of technical evaluation process for the contents mentioned under BID EVALUATION PROCESS, page 19.

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 (Annexure 3 & 4)

Work Flow & Schedule of work

Please provide work flow and Schedule of turn-around of work as per the details shown in Annexures 8 & 9

5. Submission of bids

5.1 General Terms and Conditions

The Bidder is expected to read and examine all the terms and conditions, specifications and instructions, in the RFP Document with full understanding of its implications. Failure to furnish all information required or submission of a bid not substantially responsive in every respect will be at the Bidder's risk and may result in outright rejection of the bid.

5.1.1 Format for submission of bid

All the forms given as part of the tender document should be filled and submitted along with any other relevant documentation. All the pages of the document should be signed and stamped.

5.1.2 Enclosures

The bidder must attach the suitable supporting documents for the claims made. All the enclosures attached with the bid shall also be signed and stamped.

5.1.3 Two Bid system

The bid must be submitted in two parts comprising Part-I: Technical Bid & Part-II: Financial Bid (i.e. commercial or price bid).

Marking on Technical Bid

1. The technical Specifications given in this document under technical evaluation. The bidder shall go through the specification and submit the technical bid.
2. The technical bid documents of the various items should be put into one big cover **super scribed "Technical Bid"**.
3. All technical bid should have the page-wise **heading as "Technical Bid" and page no.** in all pages with seal and signature of authorized signatory. The total no. of pages should be mentioned at the last page of the documents.
4. The technical bid should consist of all technical details along with catalogue, and relevant terms and conditions.
5. For all numbered items in the technical specifications (both in this document and Enclosure 1), compliance should be stated in a tabular form to include page number and the documentary evidence for reference. The form enclosed is for minimal compliance but it is the responsibility of the vendor to ensure completeness by addressing all the items in the technical specification.

Marking on Commercial/Price Bid

1. The tenderer shall go through the specification and submit the Commercial bid.
2. Price bid should be submitted in the prescribed pro forma as per **Annexure –10**.
3. The price bid documents of the various items should be put into one big cover **super scribed "Price Bid"**.
4. All Price bid should have the page-wise **heading as "Price Bid" and page no.** in all pages with seal and signature of authorized signatory. The total no. of pages should be mentioned at the last page of the documents.

EMD and Performance guarantee

1. EMD of Rs. 50,000/- has to be paid by means of DD only along with the tender.
2. Demand Draft may be drawn in favour of **"The Registrar, IIT Madras"** payable at Chennai.
3. **The EMD should be put in a separate cover and should be enclosed in the technical bid cover only, else the bid will be rejected due to non-enclosure of EMD.**
4. This Earnest Money will be returned to the unsuccessful tenderers after the final disposal of the tenders. **EMD will not carry any interest.**

5. The EMD along with Performance Guarantee will be retained in the case of successful tenderers till the warranty period.
6. EMD will not be waived under any circumstances.
7. EMD will be forfeited in the case of non-execution of the order within the due date.
8. **Non submission of EMD will lead to rejection of tender at the opening stage itself.**
9. Performance guarantee for Rs. 1,50,000/- has to be submitted in addition to above EMD by way of DD/ bank guarantee **by the successful bidder only.**

The envelopes super scribed TECHNICAL BID and FINANCIAL BID should again be sealed in a third bigger envelope super-scribing, "Text Transcription & Editing - NPTEL".

The Part-I (Technical bid) will be opened on the date of tender opening and the Part-II (Financial Bid) after evaluation of Part-I. The Part-II of only those bidders shall be opened who are technically eligible, as decided by the Technical Evaluation Committee.

5.1.4 Performance Security

Within 15 days of the receipt of work order, the successful Bidder shall furnish a Performance Guarantee of Rs. 1,50,000/-. Failure of the successful Bidder to comply with this requirement can constitute sufficient ground for the annulment of the award and forfeiture of the EMD in which event the Institute may make the award to the next lowest evaluated Bidder or call for new bids. Performance Guarantee submitted shall be from a Scheduled Commercial Bank only. Performances guarantee in the form of Demand Draft, Fixed deposit receipt/Bank Guarantee in the standard format from a scheduled commercial bank shall only be acceptable.

5.1.5 Closure and commissioning

The Vendor will be deemed to have started service as soon as the work schedule mentioned in the purchase order is provided to the bidder. Payment will begin as given under heading 'Scope of work'..

5.2 Amendment in RFP

At any time before the submission of bids, NPTEL Coordinators may amend the tender by issuing an addendum in writing or by standard electronic means. The addendum will be put up on the <http://tenders.iitm.ac.in> website and will not be communicated through the newspaper and bidders will have to check the website for any updates. The addendum will be binding on them. If the amendment is

substantial, Bidder(s) shall be given reasonable time to make amendment or to submit revised bid and the deadline for submission of bids will be extended by the NPTEL Coordinators and this will be decided by the NPTEL coordinators.

5.3 Bid Disqualification

The proposal is liable to be disqualified in the following cases:

- Proposal not submitted in accordance with this document and in proper formats.
- During validity of the proposal, or its extended period, if any, the bidder changes his quoted prices.
- Proposal is received in incomplete form.
- Proposal is received after due date and time.
- Proposal is not accompanied by all requisite supporting documents
- Information submitted in technical proposal is found to be misrepresented, incorrect or false, accidentally, unwittingly or otherwise, at any time during the processing of the contract (no matter at what stage) or during the tenure of the contract including the extension period if any.
- Financial proposal is enclosed with the same envelope as technical proposal
- Bidder fails to deposit the Bid security or fails to enter into a contract within specified date of notice of award of contract or within such extended period, as may be specified by Institute.

5.4 Queries and Clarification

The queries and clarification in this RFP must be addressed to “NPTEL - IIT Madras” and the same must be sent through conventional mail as well as e-mail to murali@npTEL.iitm.ac.in, in the format below:

S. N.	Clause no. (as per the RFP)	Your understanding/interpretation	Clarification from NPTEL

Queries will be entertained up to 7 days before the close of tender.

5.5 Right to Accept/Reject Bids

NPTEL reserves the right not to accept any bid and to annul the tender process and reject all bids at any stage, without thereby incurring any liability to the affected Bidders or any obligation to inform the affected Bidders of the grounds for such action.

5.6 Other Conditions

All relevant information as specified in the Technical and Commercial Proposals including the contingency plans, and Annexures should be furnished by the bidders. The bidder is advised to attach any information that is necessary with regard to the capabilities to establish that the bidder is capable in all respects to successfully complete the envisaged work. The bidders are cautioned that not giving complete information called for or deliberately suppressing the information may result in the bidder being summarily disqualified.

The Tenders should be typewritten. The name and signature of bidder's authorized person should be recorded on each page of the application. All pages of the tender document shall be numbered and submitted as a package along with forwarding letter on agency's letter-head.

The offer must remain open for a minimum period of **90 days** from the date of opening of the tender, within which the bidders cannot withdraw their offer.

Reference, information and certificates from the respective clients certifying technical, delivery and execution capability of the bidder should be signed and the contact numbers of all such clients should be mentioned. The NPTEL coordinators may also independently seek information regarding the performance from the clients.

Even though the bidder may satisfy the qualifying criteria, the bidder is liable to disqualification due to record of poor performance or not being able to understand the scope of work etc.

The bid documents must be complete in all respects. Use the format given in this document for the preparation of bid response. The response should be brief and up to the point. Failure to comply with any of the instructions or conditions stated in this document or offering unsatisfactory explanations for non-compliance will likely to lead to rejection of offer. Further the Institute reserves the right to reject all the bids without assigning any reason.

In the event of the date of opening of tender being declared a closed holiday for the Indian Institute of Technology Madras the due date for opening will be following working day

FAX/Email/Telegram quotations will not be accepted.

Please mention the GST number failing which your quotation will be rejected. All of your future correspondences including Invoices should bear the GST number.

Quotations should be submitted in Sealed Cover only. Unsealed/improperly sealed covers will be summarily rejected. Quotes given by the tenderers in their own format/letter heads will not be considered at all.

Signing of Tender:

The Tender is liable to be rejected if complete information is not given therein or if the particulars and date (if any) asked for in the schedule to the Tender are not fully filled in or not duly signed/authenticated. **Each page of the tender documents required to be signed and bears the official seal of the tenderers.**

Opening of Tenders:

You are at liberty to be present or authorize a representative to be present at the opening of the tender at the time and date specified in this document.

Right of Acceptance:

Indian Institute of Technology Madras, Chennai 600 036 does not pledge itself to accepting the whole or any part of the Tender or portion of the quantity offered.

Communication of Acceptance:

Acceptance by the Institute will be communicated by Post, and the vendors' acceptance should be communicated to us formally in writing.

Tenderer shall submit along with his Tender:

- I. Name and full address of the Banker and their swift code and PAN No.
- II. Proof of registration with GST authorities like registration number etc. in clear terms.

Period of Service:

The period of service is for three years starting from issue of first work order which may be increased to one more year after mutual agreement between NPTEL and successful bidders at the agreed rate.

5.7 Deviations

Any deviations from the scope of work as outlined above should be mentioned clearly with suitable

justification by the vendor in a separate sheet under the heading '**Deviations**'. **This sheet should be included in the technical proposal.** If no deviations are mentioned, then it will be assumed that the vendor has accepted the scope of work in its entirety as mentioned in the tender document and is bound to deliver the same.

5.8 Mode of Payment and penalty clauses

The payment to the **vendor** shall be made in Indian rupees and shall be paid as mentioned under Payment para under Scope of work. The successful bidder has to **sign an agreement** on non-judicial stamp paper which shall contain **penalty clauses** related to **liquidated damages** on account of **delays, errors, cost, downtime and time overruns** etc. If the bidder fails to execute the contract, the NPTEL committee shall have the liberty to get the work done through any other agency with full cost recoverable from the bidder in addition to damages and penalty.

5.9 Confidentiality

The Successful Bidder and their personnel shall not, either during the term or after expiration of this **tender**, disclose any proprietary or confidential information relating to the services, agreement or the Institutes business or operations without the prior written consent.

5.10 Force Majeure

During the pendency of the service agreement if the performance in whole or part thereof by either party is prevented/delayed by causes arising due to any war, hostilities, civil commotion, act of public enemy, sabotage, fire, floods, explosion, epidemics, non-availability of raw material, and other consumables, or any other causes including breakdown of equipment beyond their reasonable control neither of the two parties shall be made liable for loss or damage due to delay or failure to perform the contract during the pendency of forced conditions provided that the happenings are notified in writing within 7 days from the date of occurrence. The work shall be resumed under the contract as soon as possible after the restoration of normalcy.

5.11 Termination for Default

NPTEL may, without prejudice to any other remedy for breach of agreement, may terminate the work order in whole or in part, by written notice of default sent to the Bidder, and the performance guarantee shall stand forfeited if,

- The Bidder fails to deliver any or all of the obligations within the time period(s) specified in the work order/agreement, or any extension thereof granted by the Institute.
- The Bidder fails to perform any other obligation(s) under the work order/agreement and fails to rectify it within the notice period for the rectification of the same.

5.12 Termination for Insolvency

NPTEL may at any time terminate the work order by giving written notice to the Bidder without compensation, if the Bidder becomes bankrupt/insolvent, provided that such termination shall not prejudice or affect any right of action or remedy which has accrued thereafter to NPTEL.

5.13 Suspension

NPTEL may by a written notice of suspension to the Bidder, suspend all payments to the Bidder under the work order, if the Bidder fails to perform any of its obligations under this work order/agreement, (including the carrying out of the services).

5.14 Jurisdiction of Courts

All disputes arising out of this process shall be subject to the jurisdiction of Madras High court, **Chennai, Tamil Nadu**. The Chairman, Centre for Continuing Education (CCE), IIT Madras reserves the right to award the work or cancel the award without assigning any reason whatsoever. In case of differences, if any, the decision of the Chairman, CCE, IIT Madras, shall be final.

6 Bid Evaluation Process

The evaluation of bids shall be done in two stages, namely, Technical Evaluation and Financial evaluation.

6.1 Technical Evaluation

Technical evaluation will be based on the points agreed to as shown below (Total 100 points):

Sl.No	Details	Marks
1	Hard copy of verbatim text transcript & edited transcription file for 5 sample files mentioned below.	70
2	Total Hours of Transcription+editing created during last 2 year for premier institutions in educational domain	10
3	No. of Projects currently being carried out in educational domain	10
4	Work Flow – Annexure 8	5
5	Schedule of Work – Annexure 9	5

To be successful in the Technical Evaluation the bidding company should obtain more than 70 marks.

Technical evaluation of the offer shall be carried out by a sub-committee constituted specifically for this purpose by NPTEL office, IIT Madras. The technical evaluation committee may call the bidder for presentation or clarification to assess the understanding of the bidder regarding the scope and magnitude of the work. However, whether to call the bidder for discussion or not is at the sole discretion of the NPTEL office, IIT Madras.

To be submitted along with Tender for the above technical evaluation

Provide the hardcopy of transcribed and edited files of the first 5 minutes of all 5 videos listed below for technical evaluation.

Course Id	Discipline	Course Name	Institute	Lecture No	NPTEL Link	Video Link
106106202	Computer Science and Engineering	Machine Learning, ML	KTH Royal Institute of Technology, Sweden	Lec 25	https://nptel.ac.in/courses/106106202/25	https://www.youtube.com/watch?time_continue=153&v=7nqtWNnq_Dk
111101117	Mathematics	Galois Theory	IIT Bombay	Lec 8	https://nptel.ac.in/courses/111101117/8	https://www.youtube.com/watch?v=gSwBjEHEvEo
105105105	Civil Engineering	Design of Reinforced Concrete Structures	IIT Khargpur	Lec 12	https://nptel.ac.in/courses/105105105/12	https://www.youtube.com/watch?time_continue=273&v=AfHmpWlcqq4
111101115	Mathematics	Basic Linear Algebra	IIT Bombay	Lec 6	https://nptel.ac.in/courses/111101115/6	https://www.youtube.com/watch?time_continue=389&v=El95mc6ddEI
110104073	Management	Project Management	IIT Kanpur	Lec 5	https://nptel.ac.in/courses/110104073/5	https://www.youtube.com/watch?time_continue=725&v=rjFeEWudbVo

6.2 Financial Evaluation

The commercial bids of only those bidders who have been found to be technically eligible (with scores higher than 70 marks from Technical evaluation) by the constituted sub-committee shall be opened. The commercial bids shall be opened in the presence of the eligible bidders' or their representatives. NPTEL may decide to offer the job to more than one bidder only on the condition that he/she agrees to the lowest commercial bid quoted by L1 bidder.

7. Annexures

Annexure 0	Acknowledgement
Annexure 1	Financial and other bidder information
Annexure 2	Details regarding works of similar nature executed in the past 2 years
Annexure 3	Projects of similar nature currently under execution
Annexure 4	Performance Report for works referred in Annexures-2 and 3
Annexure 5	Structure of the Organization
Annexure 6	Team Profile
Annexure 7	Escalation Matrix
Annexure 8	Work Flow
Annexure 9	Schedule of Work
Annexure 10	Financial bid
Annexure 11	Checklist
Annexure 12	Sample Edited File
Annexure 13	Guidelines

Annexure - 0: Acknowledgement

ACKNOWLEDGEMENT

It is hereby acknowledged that I/We have gone through all the points listed under “Specification, Guidelines, Terms and Conditions” of tender document. I/We totally understand the terms and conditions and agree to abide by the same.

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

Annexure - 1: Financial Information

Details furnished below are to be supported duly by figures in Balance Sheet, Profit & Loss Account for the last 5 years as certified by the Chartered Accountant and submitted by the bidder to the Income Tax Department

Details	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
1) Gross annual turnover for works of similar nature					
2) Profit/Loss					
3) Financial position					
a) Cash					
b) Current assets					
c) Current liabilities					
d) Working capital					
e) Current Assets to Liabilities Ratio					

Documents to be attached along with the above statement:

- a) Up-to-date Income Tax Clearance Certificate
- b) Certificate of Financial soundness from the bankers of the Bidders
- c) Financial Arrangements for carrying out the proposed work
- d) Any other relevant documents

(Signature of Bidder)

Annexure - 2: Details regarding works of similar nature executed
in the past 2 years

Sl. no	Name of the work with link	Client	Cost of work (in Crores)	Start date	End date	Details of officer to whom reference can be made	Remarks

Documents to be attached along with the above statement:

- a) Purchase orders
- b) Any other relevant documents

(Signature of bidder)

Annexure - 3: Projects of similar nature currently under execution

Sl. no	Name of the work with link	Client	Cost of work (in Crores)	Start date	Expected date of completion	Details of officer to whom reference can be made	Remarks

Documents to be attached along with the above statement:

- a) Purchase orders
- b) Any other relevant documents

(Signature of bidder)

Annexure - 4: Performance Report for works referred in Annexures - 2 and 3

(Please furnish the following details for each individual project from the Client)

1. Name and location of project:
2. Agreement No.:
3. Estimated Cost
4. Tendered Cost:
5. Date of Start:
6. Date of Completion
 - a) Stipulated date:
 - b) Actual date:
7. Performance report by client:
 - a) Quality of Work: (Excellent/Very Good/Good/Fair/Poor)
 - b) Approach to problem solving: (Excellent/Very Good/Good/Fair/Poor)
 - c) Resourcefulness: (Excellent/Very Good/Good/Fair/Poor)

Date:

(Signature of the client with seal)

Annexure - 5: Structure of the Organization

1. Name and address of bidder:

2. Telephone No./Fax No./Email address :

3. Legal status (Attach copies of original document defining the legal status).
 - a) An Individual/ Consortium:
 - b) A Proprietary/ Partnership agency:
 - c) A Trust:
 - d) A Limited Company or Corporation:

4. Particulars of Registration with various Government bodies & Statutory Tax Authorities (attach attested photocopy)
 - a. Registration Number:
 - b. Organization/Place of registration:
 - c. Date of validity:

5. Names and titles of Directors & Officers with designation to be concerned with this work with designation of individuals authorized to act for the organization.

6. Were you or your company ever required to suspend the work for a period of more than six months continuously after you commenced the works? If so, give the name of the project and reasons for not completing the work.

7. Have you or your constituent partner(s) ever left the work awarded to you incomplete? If so, give name of the project and reasons for not completing the work.

8. Have you or your constituent partner(s) been debarred/black listed for tendering in any organization at any time? If so, give details.

9. Area of Specialization and Interest

10. Location and address of all branches of the organization

11. Any other information considered necessary but not included above.

Annexure - 6: Profile of team

Profile of Project Lead

- Educational Qualification
- Work Experience

Profile of reviewer

- Educational Qualification
- Work Experience

Part-time team

- No. of team members
- Their basic educational qualification
- Work Experience

Out-sourced team

- No. of team members
- Their basic educational qualification
- Work Experience

Annexure - 7: Escalation Matrix

In the event of NPTEL not being satisfied with the resolution of a matter, we will need to escalate it to the higher authorities on the Vendor side.

Please provide an hierarchy of officials and their contact details.

Sl. No.	Name	Designation	Address	Email	Mobile

Annexure - 8: Workflow

Please provide detailed workflow on step-by-step process of transcription+editing of videos and the count of man hours spent on each of the activity mentioned below for 1hr of video content as per below format.

Sl. No.	Work Process	No. of Hours	No. of Employees

Annexure 9 – Schedule of work

Task	Time taken to complete	No. of people
Typing time for 100 hrs of video content		
Quality Check of the above		
No. of mistakes found		
Time to correct errors		
Final Quality Check before submission		

Annexure - 10: Financial bid

To be submitted ONLY IN THE
COMMERCIAL BID

Item	Cost
TRANSCRIPTION OF 1 HOUR CONTENT	

(Signature of the bidder)

Annexure - 11: Checklist

Sl.No.	Description	Yes/No
1	Annexures 0 to 10 have been filled completely.	
2	All supporting documents for Annexures 1 to 10 have been obtained.	
3	The documents for the technical bid (Annexures 0 to 9, and all their supporting documents and the compliance table) have been put into one cover superscribed "Technical bid".	
4	Deviations from the requirements, if any, have been indicated in a separate document in the technical bid.	
5	The documents for the price bid (Annexure 10 and all supporting documents) have been put into a separate cover, sealed and super scribed "Price bid".	
6	No document pertaining to the price bid in any manner has been included in the technical bid cover.	
7	Both the technical bid cover and the price bid cover have been put inside a bigger sealed cover super scribed "Proposals for Text Transcription+Editing Tender - NPTEL".	
8	The EMD demand draft for Rs. 50,000 (Rupees Fifty Thousands only) in favour of "Registrar, IIT Madras" has been included in the technical bid cover.	

Support documents in Technical bid:

1. Company registration certificate (as described in 3.1.1)
2. Proof of registration with GST No. etc.,

Annexure –12 Sample edited file

In the next few pages are shown samples of the raw transcript and the corresponding edited file of a video lecture. Corresponding video link is @ <https://nptel.ac.in/courses/117106088/5>

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 R_{c1} and R_{c2} 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

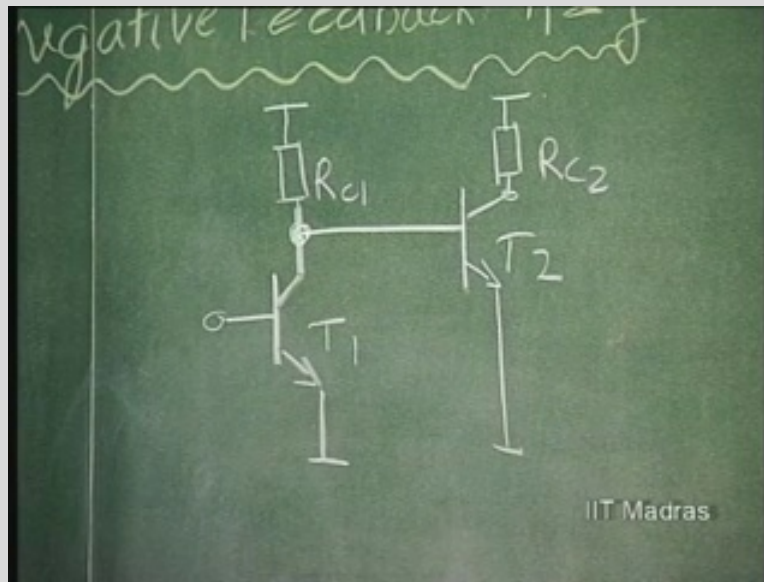
Lecture - 5
h & g Negative Feedback

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_{c1} and R_{c2} . So, one amplifier is cascaded to another amplifier.

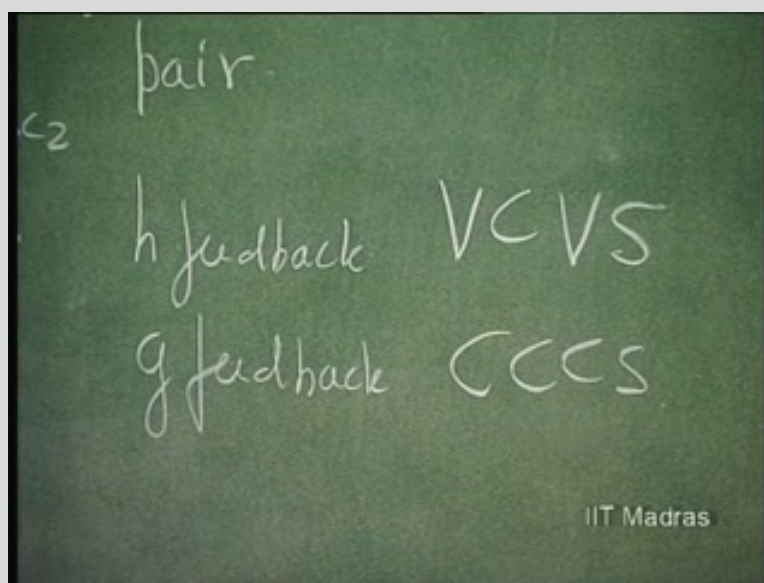
When such a pair as shown here is used, what are the possible negative feedback configurations? I have told you earlier that with a single transistor and additional passive network, you can only get negative feedback structures, which are z and y. Without any passive network, you can get h and g; with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



Annexure –13 Guidelines

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'
No Numerals	Do not use any numbers. If it is mentioned as '19' we should be mentioning 'nineteen'.
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: This is 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 as shown below.

Professor Pronunciation	How it should appear in the edited transcript	Not Acceptable
10 base t power 2	10 base t power 2	10_t^2
10 t power 2	10 t power 2	$10 t^2$
10 power 2 base t	10 power 2 base t	10^2_t
10 square base t	10 square base t	10^2_t
10 square 2	10 square 2	10^2
10 power 2	10 power 2	10^2
10 to the power 2	10 to the power 2	10^2
10 base t	10 base t	10_t

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 **Albert Einstein** 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.