



**OFFICE OF THE**  
**MEMBER SECRETARY**  
**ASSAM STATE LEGAL SERVICES AUTHORITY**  
**1st Floor, Gauhati High Court Old Building, Guwahati-781001**

**TENDER DOCUMENT**

**NAME OF THE WORK**

Making of Short Film in Hindi (Sub-title in English) on the menacing issues of Narcotics  
Drugs and Psychotropic Substance Abuse, Child Marriage, Abuse of Child Rights and  
Mental Health Scenario in the Country.





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**TERMS AND CONDITIONS FOR SUBMISSION OF TEDER FOR MAKING OF SHORT FILM**

**A. QUALIFYING CRITERIA FOR AGENCIES:**

The Production house meeting the following minimum qualifying criteria are eligible to apply.

1. The Production House should be a GST Registered Firm.
2. The Production house should have a representative/registered office at Guwahati.
3. The Production house should have previous experience of making short films for reputed clients
4. The Production house should not have been blacklisted by any Central /State Government / Public sector Undertaking or any Govt. agencies.
5. The Production House should have a well-trained in-house production team.
6. The Production House should have all the necessary tools and equipments for making Short Films.

**B. SELECTION CRITERIA:**

1. All the proposals received will be scrutinized to assess the eligibility based on the qualifying criteria on the basis of presentation
2. The Qualified Agency will be called for presentation
3. They will be required to make a presentation of some of their recent productions

**C. SCOPE OF WORK**

1. The Short Film is to be made in Hindi language (Sub-title in English language)
2. The Short Film shall touch upon all the relevant aspects of the mentioned themes.
3. The voice over shall be in Hindi language.
4. The Short Film must be in high-end resolution.
5. **The project must be completed on or before 26.09.2025**
- 6.

**D. TERMS AND CONDITIONS OF TENDER**

1. The rates are to be quoted both in figure and words
2. Any cut-marks/ over-writings are to be initialed & stamped failing which the Bid will be treated as cancelled.
3. All pages of the Tender documents are to be signed and stamped by the tenderer.
4. Earnest money (EMD) of Rs. 10,000/- ( Rupees Ten thousand only ) to be deposited in the form of **Bank draft of Nationalized Bank** in favour of **Assam State Legal Services Authority**.

5. The work is to be completed by the Production House within the stipulated time. EMD shall be returned to the unsuccessful bidders after finalization of tender.
6. Assam State Legal Services Authority (ASLSA) is not bound to accept the lowest rates quoted by the production house and reserves the right to accept or reject any tender without assigning any reason whatsoever.

**D. PAYMENT TERMS**

1. The successful bidder shall not refuse to accept ASLSA work order under any pretext.
2. There is no provision of Advance Payment for execution of the work.
3. Payment will be made only after satisfactory completion of work as determined by ASLSA
4. The payment is subject to deduction of Income Tax/GST and any other taxes as applicable under State and Central Govt. norms. Therefore all taxes should be shown separately in the Bid/ Bill.



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*K. N. S.*  
22/08/2025