



MEGHALAYA STATE LEGAL SERVICES AUTHORITY::SHILLONG
(Established under the Legal Services Authorities Act, 1987)

Ph. 8787373134/ 8014750926

Email: mslsa-meg@nic.in

No. MSLSA/DoJ/03/2025/3,

Dated Shillong, the 28th August, 2025

Short Notice Inviting Quotations (NIQ)

Sealed quotations are invited from reputed/ registered firms/production houses/studios/ societies/ agencies/ individuals for making/ development/ production of a **Short video/film (animated) on “Community Mediation”**, under the Department of Justice, GoI funded project titled- “Increasing Access to Justice through Community Mediation”, as per the given requirements and terms & conditions laid down.

The work details, documents and terms & conditions may be downloaded from the official website @ <https://meghalaya.nalsa.gov.in/> w.e.f 28st August, 2025.

The required documents must be submitted in a sealed envelope as per the given address, along with a non-refundable Demand Draft of Rs. 500/- payable to the “Member Secretary, Meghalaya State Legal Services Authority” at Shillong, and a Court fee stamp of Rs.50/-.

The last date for submission of sealed quotation is **on or before 8th September, 2025 by 5:00 PM**, and will be open on the **9th September, 2025 at 1:00 PM**.

Sd/-
Member Secretary,
Meghalaya State Legal Services Authority,
Shillong.

Specifications

Particulars	Deliverables
Duration	<ul style="list-style-type: none">• Minimum 2-3 minutes. Or,• Maximum 3-4 minutes.
Language	<ul style="list-style-type: none">• English• Subtitles option on-<ul style="list-style-type: none">i. Khasi language,ii. Garo language, andiii. Hindi language.
Resolution	<ul style="list-style-type: none">• High Definition (HD) Or,• Full High Definition (FHD) Or,• 4K Ultra High Definition (UHD)
Format	MP4/AVI/MOV
Final Submission	<ul style="list-style-type: none">• On or before 24th October, 2025, development and editing to be completed.• Draft developed video to be submitted to the Meghalaya State Legal Services Authority for correction and final approval of the video.

Sample Script

Note:

❖ **The Script below is the Sample Script only, and the Script may be modified accordingly within the required duration, and will be finalized in due course after consultation between the successful bidder and the MSLSA.**

Theme: Solving Minor Civil Issues through Mediation

Title: Negotiation and compromising are a key.

SCENE 1: Introduction

NARRATOR (Intro): A Neighbour can turn into a family friend or an enemy if understanding and communication fail.

VISUAL: We see two neighbouring houses. One belongs to Mr. Sam, a tall, warm and friendly-looking person in his late 40s having dinner with his family. The other belongs to Mr. John, a thin man, a bachelor, an alcoholic in his 30s, yet alcoholic but never had any issue with his neighbours or anyone.

SCENE 2: The incident

VISUAL: One fine evening, Mr. John was chilling alone in his house front yard with a glass of alcohol in his hand. Later some time, Mr. John became intoxicated after drinking alcohol and started playing loud music and shouting foul languages all alone in his house front yard.

The neighbour, Mr. Sam while having dinner with his family, after hearing the loud music and foul languages got frustrated, however, did not react to the scene.

The scene of Mr. John continues up to midnight, playing loud music and shouting foul languages.

Thereafter, Mr. Sam calmly went to speak to Mr. John and requested him to lower the music and not to shout with foul languages since there are children and women in his house and in the neighbourhood and it is also

midnight and his family are unable to sleep because of the loud music. Despite humble pleading by Mr. Sam, Mr. John did not pay heed to Mr. Sam and keeps on playing loud music and saying foul languages, saying that it is his house and he can do whatever he wants.

Thereafter, out of patience, Mr. Sam went to off Mr. John music, and suddenly the scene escalated where Mr. John then started abusing Mr. Sam with many bad words, and out of anger, Mr. Sam hit Mr. John on his face and Mr. John retaliated, hitting Mr. Sam back. There was a lot of chaos at the moment, neighbours came out and they started calming both of them and scolded Mr. John for his uncivilised behaviour. However, Mr. John keeps on insisting that Mr. Sam was the one who started the scene by trespasses on his property and hit him first.

Mr. Sam: (angry, frustrated)

Mr. John: (show no remorse)

SCENE 3 : Complaining to the Local Durbar Heads

VISUAL: A person from the crowd calls the community Headman, who rushes to the scene with the other members. Thereafter, both disputing parties were shouting and abusing each other even in front of the community leaders and were also ready to take the matter to the police station to file for legal action.

Considering the matter, and on seeing Mr. John inebriated condition, they decided to place/take the matter and call both parties to the community Durbar Hall the next morning.

SCENE 4: Mediation

VISUAL: The scene changes to a community Durbar Hall. Mr. Sam and Mr. John, sit across from each other, looking tense. Between them sits the Headman (MEDIATOR) along with the Assistant locality head and others.

MEDIATOR (Headman): (To both) thank you both for coming in today. My role here isn't to take sides or decide who is right or wrong. It is to help you talk to each other and find a solution that works for both of you and to help resolve such matters or any petty issues between the community residents arising in the community without further escalating such matters/issues into legal action/consequences.

Headman (MEDIATOR), then ask Mr. Sam, why don't you start by telling us what happened?

Mr. Gordy: Mr. John, always disturbs the neighbours almost every night with his shouting and foul languages. I am sorry for what I did, but I don't have any problem if Mr. John drinks, just please be respectful.

Mediator: (Nods and turn to Mr. John)

Mr. John, please share your side.

Mr. Jo: I understand I was intoxicated and that I have caused nuisance to the neighbours. I'm really sorry for punching you, Mr. Sam. Hereinafter, I promise to be more respectful and not cause any disturbance and try to stop drinking alcohol.

SCENE 5: Resolution

VISUAL: Both disputing parties (Mr. John & Mr. Sam) shaking hands with each other with a smile and compromising on the issue without further escalating the matter into legal action.

A few days later, back in the neighbourhood Mr. John greets everyone around with a smile and with respect.

NARRATOR (VOICEOVER)

Mediation, whether at the local level or under the direction of the Court provides an efficient, effective, speedy, convenient and less expensive/free of cost to resolve a dispute with dignity, mutual respect and civility.

Other Points/topics to be included after the actual video/film:

- What is Mediation? (**Definition with audio-text**)
 - Process of Mediation (**Definition with audio text**)
 - What happens in a Mediation session? (**Definition with audio text**)
 - Benefits of Mediation (**Definition with audio text**)
 - Mediation vrs. Litigation (**Definition with audio text**)
-



MEGHALAYA STATE LEGAL SERVICES AUTHORITY::SHILLONG
(Established under the Legal Services Authorities Act, 1987)

MATI Building, Additional Secretariat, Room No-120, Meghalaya, Shillong-793001
(Ph. & Fax: 0364-2501051), Email: mslsa-meg@nic.in

No. MSLSA/DoJ/3/2025/8,

Dated Shillong, the 28th August, 2025.

TERMS & CONDITIONS (T&C)

- 1) The firms/individuals must submit the quotation in a sealed envelope (1 Cover) containing the following items addressed to the **MEMBER SECRETARY**, Meghalaya State Legal Services Authority, superscripting thereon **“Quotation for Making/Development/Production of a Short Video/Film (Animated) on ‘Community Mediation’** along with contact numbers-
 - i. Quotation fee (Rs. 500/-),
 - ii. Court fee stamp (Rs. 50/-),
 - iii. Registration Certificate (optional),
 - iv. Experience certificate (optional),
 - v. Sample Developed Animated Short Videos/Films (if any),
 - vi. GST certificate (optional),
 - vii. Eligibility Criteria (Annexure- C), and
 - viii. Financial bid (Annexure- D).
- 2) The sealed rate quotation dully filled in should reach the office of the Member Secretary, Meghalaya State Legal Services Authority, Old MATI Building, Additional Secretariat, Room No-121, IGP Point, Shillong-793001, Meghalaya, **on or before 8th September, 2025 by 5:00 PM**, and quotation received after the expiry of due date and time shall not be entertain.
- 3) The Quotation fee, which is non-refundable, should be deposited through bank Demand Draft/Banker’s Cheque in favour of The Member Secretary, Meghalaya State Legal Services Authority, Shillong. For any other details, please visit the O/o The Meghalaya State Legal Services Authority, Old MATI Building, Additional Secretariat, Room No-121, IGP Point, Shillong-793001, Meghalaya.

- 4) The quotation submitted without the Quotation fee (Rs. 500/-), Court fee stamp (Rs. 50/-), Registration Certificate (optional), Experience certificate (optional), Sample Developed Animated Short Videos/Films (if any), GST certificate (optional), Eligibility Criteria (Annexure- C), and Financial bid (Annexure- D), will be rejected.
- 5) The bidders are to fill the details for Eligibility Criteria as per 'Annexure- C' and Financial bid as per 'Annexure- D'.
- 6) Rates should be quoted inclusive of taxes (GST rate should be mention). Nothing extra shall be paid. The rates quoted shall be valid for the financial year 2025-2026.
- 7) The approved rates shall be valid for one year and supply order will be given to only one successful bidder. The supply of items as per order should be completed within 1 (one) month from the date of supply order. The work done/material should be submitted/supplied by the firm/individual.
- 8) Successful bidder/firm/individual shall deposit **performance security** of **5%** of the value of the tasks/products/goods to be submitted/supplied on receipt of performance security, which may be done through Demand Draft/Banker's Cheque in favour of the "Member Secretary, Meghalaya State Legal Services Authority", Shillong.
- 9) The developed material/video/film should meet specified format, resolution, and duration requirements. Verify that the submitted files are complete and playable.
- 10) The successful bidder/firm/ individual should ensure that the audio and video quality meet quality standards.
- 11) Submission of the work done must be made within the specified timeframe.

- 12)** The successful bidder/firm/individual should ensure that the content is original and does not infringe on any existing copyrights or intellectual property rights.
- 13)** If the firm fails to complete the task/supply in whole or in parts as per terms and conditions, the amount of performance security deposit/payment may be forfeited at the discretion of the competent authority of the Meghalaya State Legal Services Authority.
- 14)** Under no circumstance the negotiation would be held with any firm/individual except the lowest one.
- 15)** The successful bidder/firm/individual are bound to submit/supply the item as per the given specifications/details as well as in terms of supply order.
- 16)** No payment will be made in advance to the firm/individual. The payment will be made within 1-2 month(s) as to the satisfaction of this department and only after receiving the developed video in complete and as per the required quality/norms.
- 17)** The firm/individual should not have been black listed from any Govt./Ministry/PSU Organization.
- 18)** The complete developed video should be submitted through Pen Drive along with limited copies through CD/DVD. The CD/DVD must be clearly labelled with the project name, file name/video name, and any relevant details, failing which the video/film may not be considered.
- 19)** The Authority concerned reserves the right to accept or reject any or all quotations without assigning any reason thereof.

- 20)** In case of any dispute, the matter should be referred to a Mediator to be appointed by the Member Secretary, MSLSA in accordance with the Mediation Act and decision of the Mediator shall be binding on both the parties and the Court of Shillong shall only have jurisdiction on the same.
- 21)** The decision of the accepting authority shall be final.

QUOTATIONS/DOCUMENTS OPENING PROCESS:

- a)** The Eligibility Criteria/Financial bid will be opened on the same day of the last date of submission of quotations in the presence of representatives of the firms/bidders/individuals who chose to remain present at the office of the Meghalaya State Legal Services Authority as per the scheduled time.
- b)** The Eligibility Criteria will be evaluated first. The bidders not fulfilling Eligibility Criteria will be rejected and their financial bid will no longer be evaluated.
- c)** Financial bids of only those bidders, whose bids found eligible by the Meghalaya State Legal Services Authority will be evaluated in the presence of the representatives.
- d)** The bidder who quoted the lowest rates in the financial bid will be considered. Rates should be quoted inclusive of all charges and taxes.

TIME SCHEDULE:

Quotations opening date: **9th September, 2025** at **01:00 PM** in the Office of the Meghalaya State Legal Services Authority, Additional Secretariat, Old MATI Building, IGP Point, Shillong- 793001, Meghalaya.

WORK ORDER:

The firm/individual who quoted the lowest rates in the financial bid will be given the work order.

TERMS & CONDITIONS OF THE SUCCESSFUL BIDDER:

The firm/individual will have to commence the work (development/production/making/editing of short video/film) immediately, as the matter is Time-bound in connection with the implementation of the Department of Justice, GoI funded Project.

PAYMENT PROCESS:


Payment will be made within 1-2 month(s) of the completion and acceptance of the work done as per the prescribed specifications/requirements with delivery challans and receipt of bills in triplicate.


(E. Kharumnuid, MHJS)
Member Secretary.

Memo No. MSLSA/DoJ/3/2025/8-A, Dated Shillong, the 28th August, 2025.

Copy to:

1. *The Computer Operator, MSLSA for uploading in the Official Website.*
2. *Office Notice board.*
3. *The Accountant/Dealing assistant, MSLSA.*
4. *Office file.*


Member Secretary,
Meghalaya State Legal Services Authority,
Shillong.

Eligibility Criteria

Name of Bidder	Quotation Fee (Yes/No)	Court Fee Stamp (Yes/No)	Registration Certificate (Optional) -Yes/No-

Experience (Optional) -Yes/No-	GST Certificate (Optional) -Yes/No-	Firm/Individual Details (along with contact details)

NAME OF THE BIDDER: _____

SIGNATURE & SEAL: _____

Financial Bid

Sl. No.	Item	Qty.	Duration	Resolution	Format	Language	Rate per item	Taxes (GST Rate)	Total Cost inclusive of tax
1	Making/Development/Production/Editing of a Short Video/Film (Animated) on 'Community Mediation'	1							
2	Making/Development/Production/Editing of a Short Video/Film (Animated) on 'Community Mediation'	1							
3	Making/Development/Production/Editing of a Short Video/Film (Animated) on 'Community Mediation'	1							

NAME OF THE BIDDER: _____**SIGNATURE & SEAL:** _____

(Note: The firms/individuals may also add any extra columns in the table or may also submit any extra sheets depending on requirements, if any)

- Duration option:** 2-3 mins or 3-4 mins.
- Resolution option:** HD/FHD/4K-UHD.
- Format option:** MP4/AVI/MOV.
- Language option:** English with Subtitles option on- Khasi language, Garo language & Hindi language.