

FORM – 1

Application form for purchase of DVDs for Home viewing / Archival purpose

Dated: _____

To
The Director,
Instructional Media Centre,
Maulana Azad National Urdu University,
Gachibowli, Hyderabad – 500032

Subject:- Purchase of DVDs for Home viewing/ Archival purpose - Reg.

Sir,

I would like to purchase the following DVDs for Home viewing/Archival purpose & hereby agree to the following conditions:

- I. Rights of the Producer, i.e. Instructional Media Centre, Maulana Azad National Urdu University are reserved.
- II. This DVD is strictly for Home viewing & Archival purpose only. Any use of this DVD for Public Exhibition will constitute an offence punishable under Cinematography Act, 1952 and as amended from time to time.
- III. The DVD will not be resold, loaned or duplicated.
- IV. I hereby give an undertaking that if this DVD has been found utilized for any purpose other than for which I have purchased, any legal action what-so-ever can be initiated against me under Copyright Act.
- V. I agree to pay the cost of the DVDs in full, in advance and agree that if the DVDs are not picked up by me in 30 days time, the advance payment will be forfeited.
- VI. I / We agree with the rates quoted at Form-B.

Purchase Requisition Details:

S. No.	Name of the Film / Programme	No. of DVD	Remarks

Thanking you,

(Signature)
Name, Address, Mobile No. & mail ID

FORM – 2

APPLICATION FORM FOR SUPPLY OF AUDIO VISUAL MATERIAL / FOOTAGE
(Separate application / requisition to be used for each Production for which footages are required)

DATED:

To

THE DIRECTOR
Instructional Media Centre
Maulana Azad National Urdu University
Gachibowli
Hyderabad – 500032.

Subject: Supply of Audio-Visual Material – Reg.

Sir,

The undersigned would like to procure the following Audio-Visual material /footage from the Instructional Media Centre, Maulana Azad National Urdu University as mentioned as para (a) (strike off whichever is not relevant).

a) Particulars of the Audio Visual material:

S. No.	Category	From the film	Footage length with TCR
1.	Visuals to be used for Educational purpose with MANUU Logo		
2.	Visuals to be used for Educational purpose without MANUU Logo		
3.	Visuals to be used for Commercial purpose with MANUU Logo		
4.	Visuals to be used for Commercial purpose without MANUU Logo		

The footages mentioned above are required for use in title _____ which is a Documentary/Short film/Feature Film/Television Serial/Tele Film/Ad Film/Corporate Film/Television News Programme / others.....(please specify) being produced in India/Abroad.

We declare that Documentary/Short film/Feature Film/Television Serial/Tele Film/Ad Film/Corporate Film/Television News Programme / others is being produced for educational purpose / commercial purpose (strike off whichever is not related)

We agree not to use the stock footages in any other production except the one mentioned above.

We have read and understood the conditions laid down in the attached Form 'A' regarding the supply and use of the footage and we agree to abide by these conditions. The price quoted in the attached form 'B' is acceptable to us and the acceptance of the said conditions is signified by the signature below.

We will give due acknowledgement to **Instructional Media Centre, Maulana Azad National Urdu University** in the credit titles in support of supply of required footage to complete the production.

SIGNATURE

NAME OF THE APPLICANT (IN BLOCK LETTER)

TELEPHONE NO. / MOBILE NO. _____

Email id _____

Form – 3

Application form for Telecast of Films / Programmes etc. by T.V. Channels

To

The Director

Instructional Media Centre

MANUU, Gachibowli

Hyderabad – 500032.

Subject: Purchase of full length Films / Programmes for one time telecast & one repeat.

Sir,

I would like to purchase following Films / programmes of IMC for one time telecast & one repeat at Channel _____.

Name of the films / programmes _____.

I hereby agree to the following conditions.

1. Rights of the Programmes are reserved with the Producer i.e. IMC, MANUU.
2. The films / programmes will be telecast only once at T.V. Channel mentioned above & will not be duplicated, loaned, resold.
3. I hereby give an undertaking by that if the films / programmes found to be utilised for any other purpose other than for which I have purchased any legal action, whatsoever can be initiated against me.
4. I agree to pay the cost of Films / Programmes as mentioned in form-B & transfer charges of Rs. 1000/-
5. I will provide the required blank tape / Hard disk etc. in which programmes / films will be transferred. If film is not picked in one month from the booking, advance payment will not be returned.
6. Films / Programmes purchased for telecast cannot be modified / edited and have to be telecast in full as purchased.
7. I also agree to relevant terms & conditions as mentioned at Form – A.

(Signature)

Name:

Address:

Contact No.

TERMS & CONDITIONS FOR THE USE & SUPPLY OF AUDIO VISUAL MATERIAL / FOOTAGE OF IMC, MANUU & OTHER MATERIAL AS MENTIONED AT FORM-B

Audio Visual material will be supplied by the Instructional Media Centre (hereinafter called the IMC, MANUU) only on receipt of a signed application (in duplicate) prescribed for the purpose.

2. (a) Application for stock footage of less than 20 Secs. in length will not be entertained;
 (b) If footage/sound exceeding 300 Secs. are required for any one film production either at a time or on various occasions, special conditions may be prescribed.
 (c) Digital tape (Hard disk/DVC PRO/Digi Beta etc) should be brought by the applicant for transfer of material.
 (d) Processing Fee charges would be Rs. 1,000/- for the Audio Visual material transfer from one film.
 (e) At the time of transfer of footage, the applicant should give in writing (on Letter Head) that, the footage purchased by them is _____sec. (with/without sound) and it will be for one time use only.
 (f) If after selection of footage due to some reasons the applicant wishes to cancel the order, a letter should be given on their letter head with a valid reason. Amount paid for transferring material will not be refunded.
3. The Audio Visual material will be transferred in digital format only on receipt of full payment in advance by DD in favour of Director, Instructional Media Centre.
4. The IMC, MANUU reserves the right to refuse sale of any Audio Visual material required by an applicant without assigning any reasons whatsoever.
5. The Copyright of the Audio-Visual material remains vested in the IMC, MANUU and the Audio Visual material supplied shall be used by applicant only in the production mentioned in the application. The footages are not to be re-sold / loaned / transferred / disposed off or used for any other production or in any other manner what so ever.
6. The Audio-Visual material once sold will not be taken back by the IMC, MANUU for any reason what-so-ever, nor will the cost be refunded. No refund will be given in cases where the Audio-Visual materials have been ordered but delivery has not been taken of by the applicants.
7. The Audio-Visual material will be supplied at the rates prescribed from time to time.
8. The IMC, MANUU reserves the rights to change, modify or alter any of the condition(s) at their discretion without assigning any reason thereof.
9. The IMC, MANUU shall be at liberty to supply identical Audio-Visual material to any other person(s) and the supply of Audio-Visual material to applicant does not confer any exclusive rights to them in respect of the use of the Audio Visual material such supplied.
10. The IMC, MANUU reserves the right to view the film / programme in which the Audio-Visual material have been used prior to its non- theatrical/theatrical/television/satellite exhibition to ensure the proper use of Audio Visual material.
11. In addition to cost of Audio-Visual material, GST will be charged extra as per the rates prescribed by the Government from time to time.
12. Rates at Form B are valid for three years.
13. Telecast right for full length MANUU film are only for 02 years & non-exclusive only for 2 telecast (one original & one repeat). Films / Programmes procured are not permitted to telecast on Social Media.
14. Full length programme / film purchased should be telecast as IMC's film only and not to be used as stock-shots for other productions / programmes.
15. Transfer charges and Tape cost to be borne by the broadcaster / purchasers.
16. The broadcaster / purchaser should bring own blank tape of required space for transfer of footage / film.
17. DVD's for home viewing / Archival purpose can only be utilised as mentioned in Form -1.
18. Film purchased for Telecast can only be used as per conditions mentioned at Form -3.
19. Applicant needs to submit the Utilisation Certificate in given format, soon after the Audio-Visual material is procured.

Form - B

1. Tariff for the sale of DVD's of Documentaries / Short Films / Educational programmes etc. for home viewing / archival purpose (Not for broadcast / webcast or commercial screenings).

S. No.	Material	Rate for up to 15 minutes (Including T.C.)	Rate for up to 60 minutes	Rate for more than 60 minutes and up to 90 minutes
1.	DVD with MANUU Logo	1000.00	1500.00	2000.00

(Applicants need to bring blank DVD / HD for transfer purpose).

2. Tariff for the sale of Audio Visual material of IMC, MANUU.

S. No.	Category	Rate per second (Rs.)
1.	Visuals to be used for Educational purpose with MANUU Logo	150.00
2.	Visuals to be used for Educational purpose without MANUU Logo	250.00
3.	Visuals to be used for Commercial purpose with MANUU Logo	200.00
4.	Visuals to be used for Commercial purpose without MANUU Logo	350.00

- T.C. charges extra (Rs. 1,000/- per film footage)
- Applicants needs to bring required blank Tapes for transfer purpose)

3. Tariff for Telecast of IMC Films / Programmes etc. by T.V. Channels.

S. No.	Category / Content	Telecast Fee for India (Two Telecast)	Telecast Fee for abroad (TwoTelecast)
1.	Documentaries / Features	25,000.00	35,000.00
2.	Curriculum based Educational programme	10,000.00	15,000.00

- T.C. charges extra (Rs. 1,000/- per film)
- Applicants needs to bring required blank Tapes for transfer purpose)

PROCEDURE FOR SUPPLY OF STOCK FOOTAGE / AUDIO-VISUAL MATERIAL

On receipt of the application (which is to be submitted to the Director, IMC, MANUU, the IMC, MANUU will search for the Audio Visual material and inform the applicant about its availability. Within seven days of receipt of this information, the applicant may contact Director, IMC, MANUU, for selection of shots (this should be done by prior appointment so that the material can be kept ready). For purpose of selection, DVD will be shown on the monitor with Rs. 1000/- per film as processing fee. After the Audio Visual material is threaded / identified, the applicant will have to pay the cost of Audio-Visual material at the prescribed rates within three days, so that the Audio Visual material is kept ready. In case of transfer on digital format the applicant may get the same done at his/her cost. If the cost of Audio-Visual material is not paid within the time limit mentioned above or within the extended date (if agreed to by the IMC, MANUU), it will be presumed that the applicant is not interested in acquiring the Audio-Visual material. In case the purchase of Audio-Visual material is cancelled by the applicant after processing the file, a letter of cancellation should be given by the applicant.

OFFICER IN CHARGE OF DISTRIBUTION

(Engineer Gr.I)

For Director, IMC, MANUU

**I/We agree to the above conditions
(SIGNATURE OF THE APPLICANT)**

(FORMAT)

ON APPLICANT'S LETTER HEAD

UTILISATION CERTIFICATE (AUDIO VISUAL MATERIAL / STOCK FOOTAGE)

This is to certify that we
M/s
.....

..... (Address) have used IMC, MANUU Audio Visual material as per details
given below:

Name of Final Programme.

.....
Colour.....Sec.

Sound..... Sec. for educational / commercial purpose.

Payment made to IMC, MANUU Rs.

Dt.

Category: Documentary / Short Film / Tele Film / News programme / any
other (specify.

Title of the Production.....

The usage is specific to the above title and for one time only.

(Signature)

Place:_____

Date:_____