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NATIONAL INSTITUTE OF SOCIAL DEFENCE
Ministry of Social Justice & Empowerment, Government of India
G-2, SECTOR-10, DWARKA, NEW DELHI
BROADCAST STUDIO FACILITY
RENTAL POLICY, RATE CARD & AGREEMENT FRAMEWORK

1. PREAMBLE & OBJECTIVE

The National Institute of Social Defence (NISD), an autonomous body under the Ministry of Social Justice & Empowerment, Government of India, operates a state-of-the-art Broadcast Studio facility equipped with professional-grade production and post-production infrastructure.

To optimize the utilization of this national asset and generate institutional revenue, NISD proposes to rent out the Broadcast Studio facility to eligible external organizations – both Government and Private – on a structured hire basis. This document lays out the comprehensive Rental Policy, Rate Card, Security Deposit Framework, Terms & Conditions, and the GFR compliance basis governing such transactions.

The objectives of this policy are:

- To maximize productive utilization of NISD's Broadcast Studio infrastructure.
- To provide quality media production services to Government bodies, PSUs, NGOs, and Private organizations.
- To generate institutional revenue in a transparent, accountable, and GFR-compliant manner.
- To protect NISD's assets and ensure their long-term operational integrity.

2. FACILITY OVERVIEW

The NISD Broadcast Studio is a fully equipped professional media production facility. The key infrastructure available for hire includes:

Equipment / Facility	Description
Broadcast Studio Floor	Full professional broadcast-grade studio with controlled lighting
4K Camera Systems	PTZ and standard 4K broadcast cameras
Chroma / Green Screen	Professional chroma key setup with dedicated lighting rig
Teleprompter	Professional autocue/ teleprompter system
Editing Suites	Non-linear editing workstations with licensed software
Audio Infrastructure	Professional mixing console, microphones, and acoustic treatment
Technical Manpower	Qualified technical operators and crew provided with shifts
Lighting Rig	Full studio lighting array including chroma-specific lights

3. RATE CARD

All rates are exclusive of GST (charged additionally at the prevailing rate). Rates are effective from the date of approval by competent authority of NISD. At **e-com: 107005, e-file: NISD/66/02/2021-NISD Part(3), Note #22, dated 3/07/2026**

3.1 Full Facility Hire (Shift-Based)

A 'Shift' is defined as 8 (eight) continuous hours of studio access with full technical manpower and all available studio equipment.

3.1.1 Full Shift (8 Hours) (Ad-hoc Session)

Organisation Type	Rate per Shift (8 Hours)	Includes
Government Organisations / PSUs	₹ 30,000	Full studio + all equipment + technical manpower
Private Organisations	₹ 40,000	Full studio + all equipment + technical manpower

3.1.2 Half Shift (4 Hours) (Ad-hoc Session)

Organisation Type	Rate per Half Shift (4 Hours)	Includes
Government Organisations / PSUs	₹ 20,000	Full studio + all equipment + technical manpower
Private Organisations	₹ 25,000	Full studio + all equipment + technical manpower

Note: Bookings for less than 4 hours shall be billed at the 4-hour (Half Shift) rate. There is no sub-half-shift rate.

3.2 Chroma Shoot Only (Subject to Availability) (Ad-hoc Session)

Chroma Shoot facility is available on an 'availability-only' basis – i.e., only when no full studio shoot is scheduled for the day. The following tiered rates apply per half shift (4 hours):

Package	Equipment Provided	Rate per Half Shift
Package A – Full Chroma	4K Camcorder or PTZ Camera + Teleprompter + Chroma Lights+ PCR	₹ 10,000 Govt. / PSU Rate ₹ 15,000 Private Rate
Package B – Camera + Chroma	4K Camcorder Camera + mic +Chroma Lights (no teleprompter & PCR services)	₹ 7,500 Govt. / PSU Rate ₹ 10,000 Private Rate
Package C – Chroma Lights Only	Chroma Lights Only (client uses own camera + mic)	₹ 4,000 Govt. / PSU Rate ₹ 5,000 Private Rate

3.3 Post-Production / Editing Services

Editing services are provided on an hourly basis with a dedicated editor. Minimum booking: **2 hours.**

Service Type	Rate per Hour	Scope of Service
Video Editing (with Editor)	₹ 1,000 / hour Govt. / PSU Rate ₹ 1,500 / hour Private Rate	Standard editing, basic titles, simple graphics
2D Motion Graphics / Animation	₹ 1,500 / hour Govt. / PSU Rate ₹ 2,000 / hour Private Rate	2D animated graphics, lower thirds, infographics

All rates exclusive of GST. Overtime charged at 1.5x hourly rate.

Min. booking : 4 hours (half shift). 100% advance payment for ad-hoc sessions.

4. SECURITY DEPOSIT FRAMEWORK

4.1 Purpose and Rationale

The Security Deposit is a mandatory financial safeguard collected by NISD to protect against:

- Physical damage to or misuse of broadcast studio equipment and infrastructure.
- Non-payment or default on rental dues by the hirer.
- Financial losses arising from unauthorized use, breach of terms, or cancellation penalties.
- Cost of restoration of premises to original condition post-tenancy.

4.2 Basis of Fixing the Security Deposit

The quantum of security deposit is determined on the following basis:

1. **Equipment Valuation Risk:** Broadcast-grade infrastructure (4K cameras, PTZ systems, editing consoles, teleprompters, lighting arrays) represents a substantial capital investment. The deposit must be sufficient to cover the cost of repair or replacement of minor equipment damage caused by negligence.
2. **Credit / Default Risk:** For contracted long-term hirers, rental dues are collected periodically (monthly/quarterly), creating a window of default exposure. The deposit secures a minimum recovery buffer equivalent to one billing cycle.
3. **Opportunity Cost Risk:** Unauthorized cancellations, contract breaches, or premature terminations leave the studio unutilized with no revenue. The deposit partially compensates for such opportunity loss.
4. **Duration-Weighted Risk:** Longer engagements result in cumulative wear, higher probability of equipment degradation, and greater financial exposure – hence, the deposit is scaled proportionally to contract duration.

4.3 Security Deposit Amounts

The Security Deposit varies based on the nature and duration of the hiring arrangement:

4.3.1 Ad-hoc / Short-Term Bookings (Per Session)

Organisation Type	Security Deposit Amount (on Booking)	Basis
Government Organisation / PSU	₹ 10,000 flat	Minimal risk; 100% advance payment collected
Private Organisation	₹ 20,000 flat	Moderate risk; covers equipment protection

Rationale: For ad-hoc bookings, 100% advance payment is collected before the session begins. The financial default risk is zero. The deposit here is purely for equipment protection and is refundable upon satisfactory return of the facility.

4.3.2 Long-Term Contracted Hirers (Monthly / Quarterly / Annual)

Contract Duration	Payment Cycle	Security Deposit Basis	Security Amount	Minimum
Monthly Contract	Monthly Advance	1 Month's Estimated Rental	₹ 40,000	
Quarterly Contract	Monthly Invoicing	2 Months' Estimated Rental	₹ 80,000	
Annual / Long-Term Lease	Monthly Invoicing	3 Months' Rental	₹ 1,20,000	

* Monthly contract charges will apply in accordance with Point 3 of the rate card.

Standard Rule: The Security Deposit for long-term contracts shall be an amount equivalent to 1 or 2 or 3 months of estimated rental charges at the time of booking.

4.4 Does the Security Deposit Vary with Agreement Duration?

Yes. The security deposit is NOT fixed uniformly across all categories of agreement. It is structured to scale with risk exposure, which increases with the duration and value of the contract, as follows:

Contract Type	Risk Profile	Deposit Rationale
Ad-hoc (4-8 hrs)	Low – full advance paid	Flat nominal deposit; no default risk
Monthly Contract	Medium – cyclic payment	1 month rental value secures one billing cycle
Quarterly/Annual	High – long-term exposure	2+ months value covers sustained risk

4.5 GFR Compliance – Applicability of GFR Rules

As a Government autonomous body handling public funds and national assets, NISD is bound by the General Financial Rules (GFR), 2017. The Security Deposit framework is aligned with the following GFR provisions:

GFR Rule	Provision	Application in NISD Rental
GFR Rule 171	Performance Security in Government Contracts: Typically 3-10% of contract value	Security Deposit for long-term leases follows this principle (5-10% of total contract value)
GFR Rules 7 & 8	All monies received by Government entities must be promptly brought to account	Security Deposits must be immediately credited to NISD's Government Account
GFR Rule 230	Government property must be adequately protected; unauthorized use is prohibited	Deposit forfeiture provisions protect NISD's broadcast infrastructure
GFR Rule 149	Contracts must define payment terms, security, and consequences of default	All clauses in this policy comply with Government contract drafting standards

GFR Compliance Note: While GFR Rule 171 is framed primarily for procurement contracts, its underlying financial hygiene principle – that a party using government assets must provide adequate performance security – applies equally to revenue-earning asset leasing arrangements. NISD must ensure all security deposits are accounted for under the appropriate head in its accounts.

4.6 Security Deposit – Operational Terms

5. The Security Deposit shall be submitted at the time of signing the Rental Agreement, before commencement of studio use.
6. The Security Deposit shall be held by NISD interest-free throughout the tenure of the agreement.
7. Upon satisfactory completion of the agreement, the Security Deposit shall be refunded within 30 (thirty) working days of expiry or termination, after:
 - o Verification of the condition of studio equipment and premises.
 - o Deduction of any outstanding rental dues, damages, penalties, or costs.
8. NISD may adjust any rental dues, penalty, or cost of repair/replacement of damaged equipment against the Security Deposit and shall demand replenishment of the shortfall within 15 (fifteen) working days of issuing notice.
9. The Security Deposit shall be liable to be forfeited, in whole or in part, in the following circumstances:
 - o Breach of any condition of the Rental Agreement.
 - o Production of prohibited, anti-social, or offensive content in the studio.
 - o Damage, misuse, or loss of studio equipment or infrastructure.
 - o Non-payment of rental dues beyond the stipulated due date.
 - o Unauthorized sub-letting or sharing of studio access with third parties.
 - o Violation of content guidelines, applicable laws, or NISD's institutional values.

5. TERMS AND CONDITIONS OF RENTAL

5.1 Booking and Scheduling

10. All bookings shall be made in advance through the designated NISD Studio Booking Coordinator.
11. Minimum booking period: 4 hours (Half Shift). Bookings for less than 4 hours shall be billed as 4 hours.
12. The studio shall be available for rental on all working days, including weekends and public holidays, subject to prior booking and availability.
13. NISD reserves the right to cancel or reschedule confirmed external bookings up to 48 hours in advance for NISD's own official use, with a full refund of any advance payment made.
14. The hirer must confirm bookings at least 24 hours in advance. Cancellations received within 12 hours of the booking start time shall attract a cancellation fee of 50% of the session amount.
15. No-shows without prior intimation shall be treated as a confirmed booking and the full session fee shall be forfeited.

5.2 Payment Terms

16. For ad-hoc / short-term bookings: 100% advance payment is required before commencement of each session.
17. For monthly / quarterly contracted hirers: Payment in advance at the beginning of each billing cycle (month/quarter).
18. All payments shall be made through NEFT / RTGS / PFMS / GeM Payment Gateway to NISD's designated bank account. Cash payments are not accepted.
19. GST shall be charged additionally at the prevailing rate on all invoices.
20. All payments shall be subject to applicable TDS deductions as per the Income Tax Act, 1961.
21. Invoices shall be raised by NISD within 7 working days of the service being rendered.

5.3 Studio Usage Rules

22. The hirer shall use the studio exclusively for the purpose declared in the booking/agreement. Any change in end-use requires prior written approval from NISD.
23. The hirer shall not produce, record, or broadcast any content that is:
 - Politically defamatory, communally sensitive, or anti-national.
 - Obscene, adult, or offensive in nature.
 - Violating any provision of the Information Technology Act, Cable Television Networks Act, or other applicable laws.
 - Contrary to NISD's institutional values, the Government of India's communication policies, or public morals.

24. NISD technical staff shall be present during all shoot sessions. The hirer shall not tamper with, modify, or reconfigure any studio equipment without explicit permission.
25. Additional equipment, props, or sets brought by the hirer into the studio must be pre-approved and must not interfere with or damage the existing studio setup.
26. The studio must be vacated and restored to its original condition within the booked session time. Overtime shall be charged at 1.5x the applicable hourly rate.
27. A maximum of [15] persons (talent + crew) are permitted in the studio simultaneously, unless otherwise approved.

5.4 Intellectual Property & Content Rights

28. NISD claims no ownership over content produced by the hirer in the studio. Content ownership rests entirely with the hirer.
29. The hirer grants NISD the right to mention the studio hire (without disclosing content) as part of NISD's institutional communication and outreach, unless explicitly restricted in writing.
30. The hirer shall indemnify NISD against any claims, damages, or legal proceedings arising from the content produced in the studio.

5.5 Liability

31. NISD shall not be liable for any technical failure, power outage, or disruption caused by factors outside its reasonable control (Force Majeure). In such cases, NISD shall offer a rescheduled session or a proportionate refund of the session fee.
32. NISD's liability in any event shall be limited to the amount paid by the hirer for the affected session.
33. The hirer shall be fully liable for any damage to NISD's equipment, infrastructure, or premises caused by the hirer's team, talent, or equipment.
34. NISD shall not be responsible for any loss of data, recordings, or production material during the session.

5.6 Eligibility of Hirers

The following categories of organisations are eligible to hire the NISD Broadcast Studio:

Category	Examples
Central Government Ministries & Departments	All Ministries, Departments, attached offices under GoI
State Government Bodies	State Government Departments, SPSUs, State Training Institutes
Central / State PSUs	Public Sector Undertakings, Autonomous Bodies under Government
Registered NGOs / Civil Society Organisations	Societies, Trusts, Section 8 companies with valid registration
Academic / Research Institutions	Universities, Colleges, Research Institutes (Government or Private)
Private Organisations	Companies, Production Houses, Corporates (subject to content vetting)

NISD reserves the right to decline any booking request without assigning reasons. All bookings are subject to NISD's discretion and compliance with content and institutional guidelines.

6. BOOKING & AGREEMENT PROCESS

Step	Action	Responsibility	Timeline
1	Submit Booking Request (with content brief, organisation details, and required dates)	Hirer	At least 5 working days in advance
2	Verify Eligibility & Content Brief	NISD Studio Coordinator	Within 2 working days
3	Issue Booking Confirmation & Invoice for Advance Payment	NISD	Within 1 working day of approval
4	Payment of Advance & Security Deposit	Hirer	Before Agreement Signing
5	Signing of Rental Agreement	NISD & Hirer	Before first day of studio use
6	Studio Use	Hirer (with NISD technical support)	As per confirmed schedule
7	Post-session Inspection & Invoice Settlement	NISD	Within 7 working days
8	Security Deposit Refund (if applicable)	NISD	Within 30 working days of agreement end

7. CONSOLIDATED RATE SUMMARY

Service	Govt. / PSU Rate	Private Rate
Full Shift – 8 Hours (Full Facility)	₹ 30,000	₹ 40,000
Half Shift – 4 Hours (Full Facility)	₹ 20,000	₹ 25,000
Chroma Only – Package A (4K/PTZ + Teleprompter + Lights)	₹ 10,000	₹ 15,000
Chroma Only – Package B (4K Camera + Lights)	₹ 7,500	₹ 10,000
Chroma Only – Package C (Lights Only)	₹ 4,000	₹ 5,000
Video Editing with Editor	₹ 1,000/hr	₹ 1,500/hr
2D Motion Graphics	₹ 1,500/hr	₹ 2,000/hr
Ad-hoc Security Deposit	₹ 10,000 flat	₹ 20,000 flat
Monthly Contract Security Deposit	1 Month Rental (min ₹ 40,000 at the time of booking)	1 Month Rental (min ₹ 40,000 at the time of booking)
Annual Lease Security Deposit	3 Months Rental (Min ₹1,20,000/- at the time of booking)	3 Months Rental (Min ₹1,20,000/- at the time of booking)

All rates are exclusive of GST (charged at prevailing rates). Overtime beyond booked hours is charged at 1.5x the proportionate hourly rate. All taxes and statutory deductions apply.

8. REVIEW & AMENDMENTS

This policy shall be reviewed annually or as necessitated by changes in operational costs, infrastructure upgrades, or Government directives. Any revision to the Rate Card or Security Deposit framework shall be approved by the competent authority of NISD and shall be prospectively applicable.