

No.: SIC/DPU/Web Soft/21/Web based Software

Dated 20.05.2009

**Sub: Database Application Software for Preparation of P/L Statement & Balance Sheet**

Dear Sir/Madam,

NSIC is going to computerized P/L Statement & Balance Sheet for Central Accounts Section and Branch offices and intends to procure a Database Application Software for preparation of P/L statement & balance sheet from reputed software development parties. Details & specification of the software is mentioned at Annexure I

You are requested to quote your most competitive price and accordingly sealed offer may be sent through sealed envelop superscripting '**Price offer for Database Application Software for preparation of P/L statement & Balance Sheet**' on the address given below, so as to reach us on before 25.05.2009 Monday (5:00PM).

NSIC, as per its discretion, may procure items from one or more than one supplier, or cancel the procurement at any stage.

The offer, superscripting the above text, may be sent to the following: -

General Manager (I/c) (TISDC)  
National Small Industries Corporation Limited  
"NSIC Bhavan", Okhla Industrial Estate, Phase-III  
New Delhi-110020, Tel: +91-11-26927502  
Fax: 91-11-26927160

Yours faithfully

(Vimalesh Kumar Bhatia)  
Deputy Manager IT  
Tel: +91-11-26926275 (Ext. 263)  
Email: [dmtisdc2@nsic.com](mailto:dmtisdc2@nsic.com)

## **Annexure I**

The National Small Industries Corporation (NSIC) is looking for a software product that would help in preparation of all Balance Sheet and Profit and Loss schedules at the branch level. These schedules should get consolidated at the activity Level. It should further consolidate at the Activity Type level. There are two main activity types at NSIC and they are Commercial and Promotional.

Once the P & L and Balance Sheet gets computed at the branch level, the product should have provision for consolidating the P & L and the Balance Sheets across all the branches. This should finally result into the All India Balance Sheets and P& L. The product should also consolidate all the schedules in exactly the same format as it is finally represented in the Annual report of NSIC.

The brief background of NSIC is provided in the Section-A below. This background describes the work that NSIC performs to accomplish the tasks involved in preparation and consolidation work.

Section-B describes the functionality that is required to be present in the software product needed by NSIC. The core product should be able to perform most of the tasks required. It should further have flexibility in terms of adding functionality to accomplish the more specific requirements of NSIC.

### **A. Background**

1. NSIC has 54 branches spread all over the country. The number of branches varies as new branches may be opened.
2. Each branch prepares its own P/L Statement & Balance Sheet along with the various Schedules and Annexures and then sends them to the HO in New Delhi.
3. A single consolidated MS-Excel worksheet for all the Branches is being maintained in the HO.
4. Data from the branches is re-entered into this worksheet for the purpose of consolidation.
5. Data is consolidated from 23 Schedules. Schedules 1 to 10 are used for the preparation of the Balance Sheet, and Schedules 11 to 23 are used for the preparation of P/L Statement.
6. The activities of each Branch are divided into two Activity Types – Commercial and Promotional.
7. There are multiple activities defined under these two Activity Types. These activities can further increase or decrease

8. The Schedules related to the P/L Statement are prepared separately for each Activity. These Schedules are consolidated at the activity level and then further consolidated at the Activity Type level. Finally, these Schedules are consolidated into a single Schedule for the Branch.
9. The P/L Statement is also prepared separately for each Activity, then for each Activity Type and finally for the Branch and the HO.
10. Presently, the above process is performed using MS-Excel worksheets.

## **B. The Functionality required in the proposed Software Product**

1. A core product that could be customized for NSIC and need to be used by all the NSIC Branches and the HO.
2. At the Branch, the software should use a local database. The data for the branch will be entered locally. The software will be used to prepare the Balance Sheet & Profit/Loss Statement, segment reporting and provisions for the Branch(s) and all other reports (Refer S.No.-11 for list of reports) which form a part of annual accounts of NSIC for the FY 2007-08.
3. After, the Branch has finalized its Accounts, the local database will be sent to the HO.
4. At the HO, the data received from all the Branch(s) will be imported into a single central database.
5. The software will be designed to handle multiple branches. It will allow for the addition of new branches.
6. The activities of each Branch are divided into two types – *Commercial* and *Promotional*.
7. The software will allow new Activities to be defined. The database will be initially populated with the current list of Activities.
8. The following is the current list of *Commercial* Activities that will be initially available in the software.
  1. Bill Financing
  2. Long Term Financing
  3. Marketing
  4. Raw Material Distribution
  5. Services
  6. Technical Centre
9. The following is the current list of *Promotional* Activities that will be initially available in the software.

1. Appropriate Technology
2. Development of North East Region
3. Government Purchase (Plan)
4. Incubator, Okhla
5. Interest Differential Fund on KFW (West Germany) Loans
6. Interest Differential Fund on S&T Project
7. International Co-operation
8. J.K & Hilly Areas
9. Laghu Udyog Mart
10. Marketing Development Centre
11. Marketing Promotion
12. Marketing Promotion in North East Region
13. Mentoring & Advisory Services
14. Mini Tool Room, Guwahati
15. Minority Welfare
16. Modernization of NTSC
17. Modernization of NTSEC
18. National Renewal Fund/Counselling, Retraining and Redeployment
19. North-East Expo
20. NTSC
21. NTSEC
22. Performance & Credit Rating Scheme
23. Pride, Okhla
24. S&T, Rajkot (DST-STEP)
25. Small Enterprise Establishment Programme
26. Technical Centre
27. Technology Business Incubator
28. Technology Business Incubator (IT), HO
29. Technology Development of Baking Oven, Rajkot
30. Testing Fuel Efficient Diesel Engine, Rajkot
31. Training Programme at Incubator, Okhla

10. The software will be used to prepare individual Balance Sheet and P/L Schedules and Annexures for the Branch by entering the relevant input data.

11. The following is the list of all the Final Accounts Reports that will be generated by the software.

1. Balance Sheet
2. Profit/Loss Statement
3. Schedule 1 – Share Capital
4. Schedule 2 – Reserves & Surplus
5. Schedule 3 – Secured Loans
6. Schedule 4 – Unsecured Loans
7. Schedule 4A – Current Account with HO
8. Annexure 4A – Summary of Profit/Loss (Commercial) and Income/Expenditure (Promotional)
9. Schedule 5 – Fixed Assets

- 10.Schedule 6 – Investments
- 11.Schedule 7 – Current Assets, Loans & Advances
- 12.Schedule 8 – Amount Paid to Government of India Against Surplus in Grants
- 13.Schedule 9 – Current Liabilities
- 14.Schedule 10 – Provisions
- 15.Annexure 10A – Details of Additions, Reversals & Utilizations of Provisions
- 16.Schedule 11 – Sales
- 17.Schedule 12 – Lease Rentals
- 18.Schedule 13 – Grants & Subsidies
- 19.Schedule 14 – Accretion/Decretion in Stock/WIP/FG
- 20.Schedule 15 – Interest
- 21.Schedule 16 – Other Income
- 22.Schedule 16A – Service Charges Earned
- 23.Schedule 17 – Purchase
- 24.Schedule 18 – Employees Remuneration and Other Benefits
- 25.Schedule 19 – Depreciation
- 26.Schedule 20 – Interest
- 27.Schedule 21 – Other Expenses
- 28.Schedule 22 – Losses/Bad Debts Written Off
- 29.Schedule 23 – Prior Period Adjustments – Net
- 30.Cash Flow Statement
- 31.Segment Reporting

12.All the schedules will be consolidated at the Activity level. This would be the first level of consolidation

13.The second level of consolidation will take place at the Activity type (Commercial & Promotional) level.

14.Then third level of consolidation will be at the branch level. This will be consolidation across the activity type.

15.The fourth level of consolidation will take place across all branches at the HO level.

16.The fifth level of consolidation will take place at the All India level. This will be consolidation of all branches and HO.

17.The same format shall be used for the Commercial, Promotional and Consolidated Profit/Loss Statements.

18.The Profit/Loss Statement for Promotional Activities shall be titled "Income/Expenditure Account" and the 'Profit/Loss' total at the end of the statement shall be captioned "Surplus(+)/Deficit(-)".

19.For each Schedule, the software will automatically compute the various row and column totals as required for the Schedule.

20.The software will allow for the definition of new Schedules as and when required.

21. The software will allow the use of Schedules and Annexures with up to a maximum of 12 columns. The number 12 is based on Schedule 5 – Fixed Assets that has the maximum number of columns amongst the currently used Schedules.
22. The software will allow new items/rows to be added to existing Schedules.
23. The database will be designed to allow for the storage of data for multiple financial years for all the branches.
24. The software will provide for the propagation of Closing Balances from one Financial Year to the next as Opening Balances.
25. The software will have the provision of printing all the Schedules (1-23), the related Annexures, Balance Sheet and Profit/Loss Statement based on the sample formats used in the 52<sup>nd</sup> Annual Report, 2006-07.
26. All the print-outs available from the software must look as much like the samples provided in the 52<sup>nd</sup> Annual Report, 2006-07. All exceptions, where the format cannot be reproduced as is will be resolved on a case to case basis.
27. All the data in the Balance Sheet and Profit/Loss Statement shall be derived from Schedules and Annexure. Some of the values in these statements shall be entered manually also.
28. The software shall provide for the posting of Schedule totals to the appropriate place in the Balance Sheet, Profit/Loss Statement and other Schedules as required.
29. For Schedule 5, the software will use a uniform format with 12 columns. The two 'LTA' columns although available shall be disabled for data-entry for sections where they are not required.
30. The software will allow for the import of Branch data and its merging with other branches to create a centralized database.
31. The software will provide for the preparation of consolidated Schedules and Final Accounts at the All India level from the data received from the branches.
32. The software will provide for the definition of various parameters or attributes like the names and titles of the signatories of the reports, various constants like Authorized/Issued Shares, Face Value of Shares, etc.
33. The software will provide for a definition of a Sub-Title, Header and Footer for each Schedule.
34. The Sub-Title shall be printed below the main Schedule Title at the top of the page.
35. The Header shall be printed below the column headers.

- 36.The Footer shall be printed at the bottom of the Schedule above the list of signatories.
- 37.The default behavior of the software will be to assume that all the Schedules will be used for all the Activities.
- 38.The software will be designed with an option to suppress unnumbered items in a Schedule with a zero value. The suppressing of numbered items shall require the item numbering to be modified. This may be done manually if required.
- 39.The software will provide suitable access restrictions for the ability to create new Financial Years, Schedules, Items, Branches and Activities.
- 40.The database may be set up so that the Schedules circulated to the Branches may not be modified by them.
- 41.All Dates will be entered and displayed in dd/mm/yyyy format.
- 42.All numeric values or amounts shall be entered as whole number only i.e. Rupees Only. Similarly, all amounts shall be printed in Rupees Only.
- 43.A facility to lock the Branch data from further modification after it has been signed and approved by the Auditors shall be required.
- 44.The Branch Data may be submitted to the HO several times during the process of finalization of the Final Accounts – Draft, Revised, Final, etc.
- 45.A facility to log the submission of Branch data to the HO shall be built into the software. This log shall record each data when the data was sent to the HO from the Branch.

### **C. Scope of Work**

1. The software product has to be customized based on the functionality that has been mentioned in Section-B.
2. The software has to be installed on the client machines at NSIC.
3. SQL Server database has to be created on NSIC server.
4. Supplier has to train a few users at NSIC to use the software in terms of entering the branch data, performing the branch level consolidation, generating of Balance sheet and P&L statements at the branch level, importing the branch level data into SQL server database, consolidating the data of all the branches, generating all India Balance Sheet and P& L Statement and Schedules.

