

**Notice Inviting Expression of Interest for engagement of
Chartered Accountant Firms for Statutory Audit of
THE LAWRENCE SCHOOL, LOVEDALE, OOTY, TAMIL NADU-643003**

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The Lawrence School, Lovedale, invites applications from eligible Chartered Accountant firms for engagement as Statutory Auditor for the financial year 2022-23.

Tender No.	EOI/LS/01/AUDITORS/2022-23
Earnest Money Deposit [EMD]	Rs. Nil
EOI Issue	27th January, 2022
Period of Engagement	01.04.2022 to 31.03.2023
Duration	One Year

SCHEDULE OF EVENTS

Sl. No.	Particulars	Completion date	Time
1	Queries by the interested Auditors	01.02.2022	3.30 PM
2	Last date to submit the EOI	04.02.2022	3.00 PM
3	Opening of the EOI	07.02.2022	3.00 PM
4	Discussion with the interested Auditors	08.02.2022	3.00 PM

Telephone: 0423 2453302, 75988 92394 email: bursar@thelawrenceschool.org

A. Eligibility Criteria:

1. Basic Criteria:

S. No.	Location	Basic Criteria
1.	The Lawrence School, Lovedale, Ooty, Tamil Nadu - 643 003	<ul style="list-style-type: none">➤ Firm with a minimum of 2 partners and should be FCAs.➤ Firm's standing should be of at least 10 years.➤ The firm should have minimum Statutory Audit experience of 5 years in public sector undertakings / banks branches/Educational Institutions➤ The partners should have a continued association of 5 years or more with the firm.➤ The firm should have empanelled with Comptroller and Auditor General of India.

2. **Disqualifications:** The Chartered Accountants Firm shall not be eligible to apply if:

- The Chartered Accountants Firm or any of its partners have been declared guilty of any professional and/or other misconduct under the provisions of the Chartered Accountants Act, 1949 during the current year and immediate past five years.
- The firm or any of its partners has any pecuniary or other interest in the The Lawrence School, such as faculty, examiner, parent, observer etc.

Declaration:

The Chartered Accountants Firm while expressing their interest shall be required to submit a declaration that they do not suffer from any of the above disqualifications and the details furnished in this regard are true and correct. Any incorrect information furnished will lead to rejection of the application.

B. Scope of Work:

The key objectives of the Statutory audit shall be to ensure the following at
The Lawrence School

- A. Annual Statutory Audit for F/Y 2022-23
- B. Filing of the Annual Return to Income Tax Authorities.
- C. Income Tax hearing/responding to the queries as and when required by the
Income Tax Authorities with respect to audited accounts.

C. About The Lawrence School: A brief note about The Lawrence School is given below:

The Lawrence School Lovedale was established in 1858. It is a Co-educational residential School, located at Nilgiris, Lovedale, Ooty, Tamilnadu.

The School is administered by the Lawrence School,(Lovedale) Society, which has been registered under Societies Registration Act 1861. As per the Memorandum of Association, the Board of Governors of the Lawrence School(Lovedale) Society are empanelled by the Ministry of Education, Govt of India.

The School does not receive any revenue or grants from Govt of India or Ministry of Education. The main source of income is the fee that the School receives from students and some donations from well-wishers and old students of the School. In total, the School has approx INR 38.84 Cr in FY 2021 as its annual revenue, 86% of it accrues from the School fee.

The School has 80 G certificate and also registered under FCRA Act.

The School is interested to empanel reputed auditors as its Statutory Auditor for the FY 2022-23. We expect the Auditor to be CAG empanelled auditing firm.

We have an internal Auditors, VEKAM & Associates, Chartered Accountants, 9-1, BKR Nagar, Sathy Road, Gandhipuram, Coimbatore, PIN 641012.

If you are willing to take on the responsibility of becoming Statutory Auditors for the Lawrence School, Lovedale, Ooty, please send your EOI in a sealed envelop as per the schedule given in the EOI.

The School shall make travel arrangements Air/Rail/ Road Transportation to the School, Accommodation and Meals to the audit team during the period of Audit.

Also please quote your fee plus GST as applicable for your services in the EOI, for our consideration and further process.

D. Other Terms & Conditions:

1. Interested firms of Chartered Accountants which meet the pre-qualification criteria may furnish their Expression of Interest at the following mail ID:
bursar@thelawrenceschool.org Phone No. 75988 92394
2. There shall be no fee for the application.
3. The application for the said assignment shall be accepted only through the above mail and should be submitted latest by **4th February 2022 up to 3.00 p.m.**
4. Queries, if any, in this regard may be sent to bursar@thelawrenceschool.org The last date for receipt of queries regarding submission of expression of interest is **01.02.2022.**
5. Any amendment / corrigendum / clarification to the EOI will be posted on the website of the School i.e. **www.thelawrenceschool.org**
6. The School shall not be liable for non receipt/late receipt of any of the applications.
7. The school reserves the right to reject any of the applications or whole process without assigning any reason at any time and may call for any other details or additional information from any of the applicants/members at its own discretion. Non submission of details sought for will render the firm ineligible for the assignment. In this regard, the decision of School shall be final and binding on all the applicants.
8. The decision of the school's management shall be final as regard to the criteria to finalize the firm out of the applications so received and selection of auditors.
9. Incomplete applications shall be summarily rejected.
10. Audit shall be conducted by appointed firm only and shall not be allowed to sublet the audit assignment.
11. The auditor shall maintain confidentiality of information obtained during the course of audit.

12. The engagement of the auditor shall terminate on receipt of Assessment order with respect to the Audited Accounts of the F/Y 2022-23, by the School. However, School may terminate the engagement of the auditor, at any time, without assigning any reason. In such cases, the firm shall not be eligible for any remuneration.
13. In case of any dispute or difference arising out of or in connection with any of the terms and conditions of this Notice / Engagement Letter issued to the selected Auditor, in the first instance, the parties shall try to resolve the same by mutual consultation, failing which the same shall be referred to the sole arbitrator to be appointed mutually by the parties. The Arbitration and Conciliation Act, 1996 and any statutory modification or re-enactment thereof, shall apply to these arbitration proceedings. Arbitration proceedings shall be held in Tamil Nadu and the language of the arbitration proceeding shall be in English. The arbitral award shall be final and binding upon both the parties. All arbitral awards shall be in writing and shall state the reasons therefor. The cost of arbitration shall be borne by both the parties equally.
14. Subject to the arbitration clause as mentioned above, the Courts at Tamil Nadu shall have the exclusive jurisdiction to try any suit in the matter.
15. Detailed profile of the firm giving details of experience and the declaration be mailed at bursar@thelawrenceschool.org