



# WESTINGHOUSE SAXBY FARMER LIMITED

A Govt. Company under Public Works Dept., Govt. of West Bengal  
CIN: U35201WB1923SGC004699

Ref. No. : WSFL/PCS/SEC/2025-26/01

August 18, 2025

Expression of Interest (EOI) for Engagement of Firms of Company Secretaries in Practice for undertaking all work of Westinghouse Saxby Farmer Ltd (WSFL) relating to making of an application before the Tribunal under Section 97 (1) of the Companies Act, 2013 and matters connected therewith and incidental thereto

Minimum Eligibility: CS Firms with 08 (eight) years of practicing experience

Date of Hosting of EOI on the website :- 18<sup>th</sup> August 2025

Last date of submission of EOI:- 25<sup>th</sup> August 2025



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Brief Information on the proposed assignment:

## Critical dates

Sl No	Event(s)	Date	Time
1	Date of uploading of Expression of Interest on the WSFL website	18 <sup>th</sup> August 2025	5.00 P.M.
2	Date for clearance of doubts, if any, in physical meeting at the registered office of WSFL at 4 <sup>th</sup> Floor, New Building Complex of PWD, VIP Road, Baguiati, Kolkata - 700059	20 <sup>th</sup> August 2025	3.00 P.M. – 5.00 P.M.
3	Last date/time for submission of interest	25 <sup>th</sup> August 2025	5.30 P.M.
4	Date of opening of EOI	26 <sup>th</sup> August 2025	12.00 Noon

Reference No.	WSFL/PCS/SEC/2025-26/01
Total Number of pages of the Document	04 (four)
Expression of Interest for undertaking all work relating to making of an application before the Tribunal under Section 97 (1) of the Companies Act, 2013 and matters connected therewith and incidental thereto	Notice Board at the reception of the registered office of WSFL at 4 <sup>th</sup> Floor, New Building Complex of PWD, VIP Road, Baguiati, Kolkata – 700059 & the website of the company <a href="https://www.wsf-ltd.co.in/">https://www.wsf-ltd.co.in/</a>
Contact details for submission of Interest	<a href="mailto:csrajendra.wsf@gmail.com">csrajendra.wsf@gmail.com</a>



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Proposal inviting Expression of Interest for Engagement of Firms of Company Secretaries in Practice for undertaking all work of Westinghouse Saxby Farmer Ltd relating to making of an application before the Tribunal under Section 97 (1) of the Companies Act, 2013 and matters connected therewith and incidental thereto

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## Scope of Work

1. Reviewing and analyzing relevant documents of the company, procuring necessary documents required for filing application under Section 97(1) of the Companies Act, 2013 read with Rule 74 of NCLT Rules 2016 before the jurisdictional NCLT.
2. Preparation, drafting and filing of petition and presentation of the circumstances leading to non-holding of the Annual General Meeting for the FY 2019-20.
3. Preparation and vetting of all relevant documents including application to NCLT, affidavit, any other petition and supporting annexures.
4. Preparation, vetting and filing of the application for direction to hold Annual general Meeting for the FY 2019-20 before the jurisdictional NCLT, Bench.
5. Liaise with the NCLT Registry for objections, if any, scrutiny and listings.
6. Representation and appearance before the jurisdictional NCLT on the scheduled date(s) of hearing.
7. Post-order follow up, including obtaining a certified copy of the NCLT order and submitting the same to WSFL.
8. Any other matter connected with compliance of the provisions of Section 97(1) of the Companies Act, 2013 in regard to filing of petition.

## Key Responsibilities of the PCS

- Regular reporting to the official concerned of WSFL regarding day- to- day developments throughout the period
- Advising WSFL on matters relating to legal and regulatory compliances relating to filing of application before the NCLT.



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## Confidentiality Clause

The PCS firm will be duty bound to maintain confidentiality of all information provided/collected and shall not disclose them except when required under the law of the land. In the event of necessity to disclose the information, the same should be expressly permitted by WSFL management by written consent.

## Termination Clause

The engagement of PCS can be terminated by either party by giving 30 days' notice in advance.

## Terms of Payment

- (i) 25% payment to be released on filing of application with the jurisdictional NCLT.
- (ii) Balance 75% to be released on receipt of final order from NCLT.
- (iii) GST shall be levied on actuals on professional fees.

## Jurisdiction in case of Disputes

Disputes, if any, will be subject to Kolkata jurisdiction.

For Westinghouse Saxby farmer Ltd

(CS Rajendra Basu)

Company Secretary

**CS RAJENDRA BASU**  
COMPANY SECRETARY  
WESTING HOUSE SAXBY FARMER LIMITED  
(A Govt. Company Under PWD, Govt. of W.B.)  
4th Floor, New Building Complex of PWD  
V.I.P Road, Begunat, Kolkata-700059