

TORs FOR HIRING OF FIRM

HIRING OF SECURITY SUPERVISOR, DRIVERS, MESSENGERS, CHOWKIDAR, SWEEPERS

TERM OF REFERENCE (TORs)

SME Bank Ltd is Government sponsored bank & working under the Ministry of Finance, Government of Pakistan. The SME Bank was inaugurated on January 01, 2002 and incorporated as a public limited company under the Companies Ordinance 1984. The Government of Pakistan is the major Shareholder of the bank.

SME bank Ltd was established to exclusively cater to the needs of the SME sector. It was created to address the needs of this niche market with specialized financial products and services that will help stimulate SME development and pro poor growth in the country.

SME Bank Ltd., intends to hire services of Security Supervisor, Drivers, Messengers, Chowkidars, and Sweepers from reputed firms that could provide services at SME Bank, Head Office and branches at Lahore, Karachi, Quetta, Sialkot, Peshawar, Gujranwala, Faisalabad, Rawalpindi & Islamabad. Who are registered with income tax and sales tax department & who are on Active Tax Payers list of FBR are eligible for provision of services to SME Bank Ltd.

The skills/experience/backgrounds of the Security Supervisor, Chowkidar, Drivers, Messengers, and Sweepers required are as under:-

a. Security Supervisor	Graduate	03 years' relevant experience
b. Chowkidar	Middle	01 Years' Experience
c. Drivers	Middle	03 years' valid driving license
d. Messenger	Middle	01 Year Experience
e. Sweeper	Primary	01 Year Experience

2. Concealed applications containing rate are therefore invited from reputable and financially sound Firms for providing Drivers, Messengers, and Sweepers of following three categories. Interested firms should specifically indicate their capacity to deploy non-clerical staff at above mentioned Cities.

3. Interested firms while quoting their rates are also required to provide following information for our perusal.

a. Profile of the firm along with CVs of Chief Executive & Senior Management and complete address/telephone Fax, email etc. of its Head Office and Field Offices.

- b. Legal status whether partnership or company along with year of establishment and applicable supporting documents including license. Registered Partnership deed, article/Memorandum of Association etc.
 - c. Financial reports for the last three years along with Bank statements/Certificate indicating financial standing.
 - d. Bank statements/Certificate indicating financial standing.
 - e. National Tax Number Certificate.
 - f. An Affidavit that company has never been black listed by any Government/Semi Government or Autonomous body.
 - g. Any other important information that firm wishes to furnish.
 - h. Rate quoted must be for the entire agreement, during the currency of the agreement no request will be entertained for any enhancement of the rate on any ground. (Option to extend agreement for further period rate may also be quoted for the 2 years and 3 years respectively).
4. Applications along with requisite documents should be submitted in a sealed envelope marked as "Hiring of Drivers, Messengers and sweepers.
 5. A pay order/Bank Draft of Rs.20,000/- must be attached with quotation as earnest money which will be return after selection of Company/Firm.
 6. SME Bank does not bind itself to accept the lowest rate or any offer and assign reason for that.
 7. SME Bank Ltd. reserves the right to accept or reject any or all the applications without assigning any reason thereof.

Head HR & Services

SME Bank Ltd., Head Office, 56-F, Model services Building

F-6/1, Nazimuddin Road, Blue Area, Islamabad.