

FAS Finance & Investment Limited

Head Office, Dhaka

Notice for Engagement of Security Guard Service

FAS Finance & Investment Limited invites applications from eligible and experienced security service providers/agencies for providing uninterrupted security services at the Company's premises. The selected service provider shall deploy professional security personnel to ensure safety, security and protection of the Company's officials, visitors, assets and premises on a 24-hour basis.

Position Title	: Security Guard Service
Service Commencement Date	: 01 June 2026
Duty Roster	: Total Security Guards Required 04 (Four) personnel
Duty Schedule	: Day Shift 08:00 AM to 08:00 PM Night Shift 08:00 PM to 08:00 AM

At least 03 (Three) security guards must remain on active duty in Day Shift and 1 (one) security guards for Night Shift basis to ensure uninterrupted security coverage.

Roles and Responsibilities

The deployed security personnel shall perform the following duties:

1. Ensure round-the-clock security coverage at all designated Company premises.
2. Monitor entry and exit of employees and visitors.
3. Prevent unauthorized access and maintain visitor control procedures.
4. Conduct regular patrol and surveillance of the premises.
5. Report immediately any suspicious activity, incident, loss, theft, or security breach to the Company authority.
6. Maintain discipline, professionalism and proper conduct while on duty.
7. Assist during emergency situations including fire, evacuation, or other safety incidents.
8. Ensure proper maintenance of security registers and incident logs.
9. Coordinate with Company management regarding security-related matters.
10. Perform any other security-related responsibilities assigned by the Company authority.

Requirements for Application

Interested security service providers/agencies are requested to submit applications along with the following documents:

1. Application addressed to Managing Director & CEO, Head Office of FAS Finance & Investment Limited on the applicant company's official letterhead pad.
2. Copy of valid Trade License.
3. Copy of Company TIN Certificate and BIN/VAT Registration Certificate.
4. Detailed Schedule of price quotation of Services for deployment of 24-hour duty security guards under: Category-A and Category-B
5. Company profile with relevant experience in providing corporate security services.
6. Any other relevant supporting documents.

Application Deadline

Applications must reach the Head Office of FAS Finance & Investment Limited on or before: 21 May 2026

Submission Address:

HR & Admin. Department
FAS Finance & Investment Limited
Head Office, Suvastu Imam Square, 65, Gulshan Avenue, Gulshan-1, Dhaka-1212.
Mobile No: +88 01844014912

Applications may be submitted in hard copy directly to the Head Office within the stipulated deadline.