**Scope of work**

**Urgent Corporate Document Courier Delivery**

1. BRAC Bank is looking for vendors with ability to collect documents from the bank everyday and deliver the Import documents for some selective Corporate Customer every day for same day delivery. E.g. Documents shall be handed over by 12 p.m. and the same needs to be delivered within two hours max (considering proximity).
2. To ensure uninterrupted delivery, we will notify possible routes with customer details every day before EOD through email so that the Vendor can manage and plan delivery schedule once they receive requisition from Trade ops for same day delivery as mentioned above.
3. All documents to be picked up from Trade front desk (2nd Floor) with MIS and POD copy.

**Tentative route mapping and Customer name as follows:**

|  |  |
| --- | --- |
| **Route Mapping** | **Customer Name** |
| Puranapalton, Motijheel | Aristo pharma, Robin, BADC |
| Dhanmondi, Panthopath, Banglamotors | Healthcare, Popular, Honda |
| Uttara | Berger, Merchant, Quality Feed |
| Mirpur | Hatil |
| Gulshan, Banani, Baridhara, Bansundra | City Group, Meghna Group, Altech, Steel tech, Walton, Norban, Global Appliance |
| Mohakhali, Tejgaon Colony Bazar | Square Pharmaceuticals PLC, BRAC, SM Group, Super Star |

Vendors are expected to provide price in the following modalities:

* Option 1: Monthly total value of the service
* Option 2: On-call basis rate for 1 route.

For scope related issues, please communicate with Mr. Shahabuddin Miah, cell: 01730052003, email: [mdshahabuddin.mian@bracbank.com](mailto:mdshahabuddin.mian@bracbank.com)

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