

# **Maharaja Agrasen Hospital Charitable Trust**

Road No. 35, West Punjabi Bagh, New Delhi – 110026

Phones: 011-40777777, 011- 40666666

Website : [www.mahdelhi.org](http://www.mahdelhi.org)

Email Id: info@mahdelhi.org

TENDER DOCUMENT

FOR

CHEMIST SHOP

IN THE

MAHARAJA AGRASEN HOSPITAL, WEST PUNJABI  
BAGH, NEW DELHI-110026

TENDER DOCUMENT NO. \_\_\_\_\_

## **Maharaja Agrasen Hospital Charitable Trust**

Road No. 35, West Punjabi Bagh, New Delhi – 110026

### **TENDER FOR CHEMIST SHOP**

Sealed tenders are invited from qualified and experienced parties having drug license preferably in their own name for running Chemist Shop in the Hospital campus on license basis for outdoor patients only for a period of three years.

The tender papers with necessary details can be obtained from the Trust Office situated in B Block of Hospital campus on payment of **Rs. 2000/- + GST Extra 18% Total Rs. 2,360/-** in cash during office hours upto **5:00PM** on all working days from 09.03.2026. If the Bidder download the tender document from the website [www.mahdelhi.org](http://www.mahdelhi.org) then Bidder would be required to pay the cost of the tender document of Rs. 2,360/- separately through pay order in favor of Maharaja Agrasen Hospital Charitable Trust payable at New Delhi.

Tenders, complete in all respects, will be received **upto 05:00 pm** on 21.03.2026.

Each tender must be accompanied with pay order / demand draft on any scheduled bank in favour of **Maharaja Agrasen Hospital Charitable Trust** payable at New Delhi for **(Rupees Three Lacs only)** towards earnest money. The Trust reserves the right to reject or cancel any or all the tenders without assigning any reason whatsoever. Conditional Tenders are liable to be rejected.

**Maharaja Agrasen Hospital Charitable Trust**  
**Road No. 35, West Punjabi Bagh, New Delhi-110026**

**BRIEF TERMS AND CONDITIONS OF TENDER**

1. Printed forms of tender containing set of terms and conditions to be complied with, can be obtained from the B Block hospital campus Punjabi Bagh Hospital upto **05:00PM** on all working days upto 09.03.2026 to 14.03.2026 on payment of **Rs. 2,000/-** + GST Extra in cash .
2. Tenders placed in sealed cover will be received upto **05:00 pm** on **21.03.2026** and will be opened in the Trust office on the next day at **02:00 PM at Maharaja Agrasen Hospital, Punjabi Bagh** in the presence of intending tenders who may be present at that time.
3. Earnest money amounting to **Rs. 3,00,000/- Lacs. (Rupees Three Lacs only)** in the form of demand draft or pay order issued by any Scheduled Bank in favour of **Maharaja Agrasen Hospital Charitable Trust** payable at **New Delhi** must accompany the tender in a sealed envelop subscribed thereon **“Tender for Chemist Shop”** and addressed to the President. Tenders without earnest Money will be summarily rejected.
4. The acceptance of a tender will rest with the President of Maharaja Agrasen Hospital Charitable Trust who reserves to herself the authority to reject or accept any or all of the tenders received without assigning any reason thereof. Tenders in which any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected.

5. Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the parties who resort to canvassing are liable to rejection.
6. Amount of licence fee payable to the Trust every month in advance should be quoted both in figures and words on the proper Bid form of the tender alone and all the pages of the tender document are to be signed. The GST / Any other Tax as per the applicable rates will be payable extra on the amount of Licence Fee.
7. Trustees of the **Maharaja Agrasen Hospital Charitable Trust** and Consultants, Doctors and employees of the **Maharaja Agrasen Group of Hospitals** are not eligible to submit any tender for the Chemist Shop.
8. Before tendering, the tenders may visit the Chemist Shop site at Ground Floor OPD Block in the Hospital campus and acquaint himself/herself as to the terms and conditions or systems prevalent in the Hospital, however, no claim whatsoever shall be entertained for any alleged ignorance of terms and conditions after filing tender.
9. When there is a difference between the rates in figures and words, the amount on higher side would be taken for all intents and purposes or the tender can be declared non – responsive.
10. It will be obligatory on the part of the tenderer to enter into an License agreement registered with Sub Registrar on the requisite Stamp Papers which will be purchased by tenderer after acceptance of his/her tender within ten days on payment of the Security Deposit and shall open the Chemist Shop within 30 days of acceptance of tender failing which his Security Deposit shall stand forfeited.
11. The bid will remain valid for acceptance for Chemist Shop upto 15 days of acceptance. Withdrawal or modification of the bid during the validity period may result in the forfeiture of the earnest money.
12. Each and every page of the tender document must, invariable, be signed by the Tenderer.

# **Maharaja Agrasen Hospital Charitable Trust**

**Road No. 35, West Punjabi Bagh, New Delhi – 110026**

## **BRIEF TERMS AND CONDITIONS OF THE LICENCE AGREEMENT**

### **Clause 1**

#### **Location and area of the Shop**

An approximate area of about 300 square feet approx will be given for the Chemist shop.

### **Clause 2**

#### **Security Deposit**

Within 10 days of receipt of intimation of acceptance of the tender from the Trust, the successful bidder shall furnish to the Trust, interest free security deposit equivalent to three times of monthly license fees through Pay Order or Demand Draft on any Scheduled Bank in favour of Maharaja Agrasen Hospital Charitable Trust payable at New Delhi. On failure to do so, the earnest money shall be treated to be forfeited and the Trust shall be empowered to award the tender to the next highest bidder. However, the security deposit is refundable without interest after successful completion of the licence period.

### **Clause 3**

#### **License**

The successful bidder shall complete all the Legal formalities as required by the Drug Controller under the Drug and Cosmetic Act or any other Govt. Authorities for obtaining the necessary Drug License to run the Chemist Shop. It will be his/her responsibility to obtain all the documents required from the Trust personally to start the shop and the Trust will in no way be responsible to get the Drug licence for the Party from the Drug Authority.

Contd...

### **Clause 4**

## **License Fee per month**

The license fee to be paid to the Trust every month will neatly and clearly be filled in by the bidder in the Bid form. The license fee will be increased every year by 10 percent over the previous year fee. As soon as the bidder takes possession of the shop the license fee will start from that very day. However, 36 advance cheques for monthly license fee would be given before taking the possession of the Chemist Shop. The GST and other government taxes as per the applicable rates will be payable extra on the amount of Licence Fee.

## **Clause 5**

### **Period of License Agreement**

License Agreement for the Chemist Shop in the Hospital Campus is for a period of three years. In case the licensee vacates the Chemist shop prior to the period of Agreement i.e. three years, the Security deposit will stand forfeited and drug licenses must be surrendered with Drug Office immediately .On expiry of the license period, the vacant and peaceful physical possession of the shop in good condition will have to be handed over by the Licensee to the Trust immediately.

## **Clause 6**

### **Penalty**

In case the premises is not immediately vacated on termination of the License period either by way of efflux of time or breach of any terms & conditions, the Licensee will be under an obligation to pay **Rs. 20,000/-** per day as penalty along with the current License fees for the period, it uses the premises after termination of the licence deed.

Contd..

## **Clause 7**

## **Hospital Pharmacy**

The Hospital runs its own Pharmacy which provides medicines & consumables to all the patients admitted in the hospital. Supply to indoor patients, wards, OTs, ICU, Heart Centre, Cathlab, Dialysis or to any other departments to be added in future will continue to be from the hospital pharmacy. For this purpose the Hospital shall not be under an obligation to draw/purchase/replace medicines and or consumables from the Chemist Shop.

### **Clause 8**

#### **Selling Prices**

The selling price of the medicines and consumables shall be competitive and in any case not be exceeding the MRP. Wherever applicable, the GST shall be charged extra in the invoice as GST. The selling price of imported or other items where MRP is not marked, shall not exceed the cost price plus 20% profit margin.

### **Clause 9**

#### **Invoicing**

Computerised bills shall be issued against each sale reflecting all relevant details.

### **Clause 10**

#### **Timings**

The shop shall remain open round the clock all the seven days in a week.

### **Clause 11**

#### **Supply of medicines and consumables to Hospital**

The chemist shop will supply medicines and consumables to the hospital, if required, at negotiated competitive price.

Contd...

## **Clause 12**

### **Inspection by Hospital Administration**

The hospital administration reserves the right to inspect the chemist's shop for any expiry drug, products quality etc. at any time and impose any penalty for any deficiency or breach.

## **Clause 13**

### **Electricity and Water Charges**

Monthly Electricity and water charges of the shop will be payable extra by the Licensee on actual.

## **Clause 14**

### **Termination**

The license shall be deemed to have been terminated in the event of breach of any of the condition stipulated in the license deed and the Trust shall be empowered to forfeit the Security deposit and forthwith dispossess and oust the bidder by way of resuming possession and locking the Chemist shop without prejudice to any right or remedy.

**Bid Form**

To

The President  
Maharaja Agrasen Hospital Charitable Trust  
Road No. 35, West Punjabi Bagh  
New Delhi – 110026.

**Ref.: Chemist Shop in the campus of Maharaja Agrasen Hospital, West Punjabi Bagh, New Delhi.**

Dear Sir,

We offer to take on license the Chemist Shop for outdoor patients only in accordance with the brief terms and conditions of the tender and terms and conditions of the License Agreement given in the documents accompanying this bid on a monthly license fees of Rs. ....(Rupees.....) + **GST Extra** which will annually be increased by ten per cent. GST, as applicable will be paid extra.

We understand that you are not bound to accept the highest or any bid you receive.

It is hereby confirmed that this bid complies with the deposit of the earnest money of Rupees **Three Lacs.** as per details given below :

Pay Order/Demand Draft No..... Date .....for  
Rs. .... Drawn on ..... favouring  
Maharaja Agrasen Hospital Charitable Trust Payable at New Delhi.

Should this tender be accepted, we hereby agree to abide by and fulfill all the terms and conditions of the bid. In case we fail to deposit the specified security deposit within ten days of the acceptance of the bid, we agree that the Trust shall, without prejudice to any other right or remedy, be at liberty to forfeit the earnest money, otherwise the said earnest money shall be adjusted against the security deposit.

Yours faithfully,

Signature.....

Full Name & Address.....  
(With Title/Designation)

**M/s**.....

.....

Place..... Date.....

Contd....

**QUALIFICATION AND EXPERIENCE DATA**

**Name** .....

**Place and address of Registration** .....  
.....

**Principal place of business with address** .....  
.....  
.....

**Constitution of the Firm** .....  
(Attach copy of Memorandum of Association  
and Articles of Association of the Company /  
Partnership Deed etc.) .....  
.....

**Names of Directors/Partners/Proprietor** .....  
.....

**Financial status with bank reference** .....

**Qualification of the Bidder** .....

**Name of the Pharmacist with  
Registration Number** (attach photocopy) .....  
.....

**Experience of running a Chemist Shop  
with details of period, location** .....  
(attach document if any) .....

**Signature:**.....

**Full Name & Address:**.....  
.....  
.....

**Mobile No.** .....

Requirements of following documents alongwith this tender –

- Copy of GST Registration certificate
- Copy of PAN number
- Copy of Registration certificate of firm / Company
- Copy of Adhaar Card of Director / Proprietor / partner
- Copy of Existing Drug & Cosmetic License.
- 03 Passport Size photos of Director / Proprietor / Partner