



Lahore Garment City Company

A Project of Ministry of Commerce
Government of Pakistan
Plot No. 143-146 & 151-155
Sundar Industrial Estate (SIE)
Raiwind Lahore



Tel: +92-42-35297391-2 Fax: +92-42-35297395

Email: secretary@lgcc.org.pk Web: www.lgcc.org.pk

LEASE APPLICATION FORM

Before filling the Application Form, please read the Terms and Conditions of lease and General Instructions for the Bidders

1. APPLICANT'S INFORMATION

a) Name of Applicant who is a Limited Company/ SME's /Body Corporate / Firm Registered in Pakistan or Abroad, or a Sole Proprietor, that undertakes any and all type (s) of business(es) related to garments, made-ups and accessories:

b) National Tax Number: _____

c) Sales Tax Registration No. as Manufacturer having active profile: _____

d) Particulars of Representative:

i) Name: _____ ii) Father's Name: _____

iii) NIC #:

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iv) Representing in the capacity of : _____

e) Registered Office Address: _____

f) Email: _____ g) Web: _____

h) Telephone: _____ i) Mobile #: _____ j) Fax#: _____

2. DETAIL OF PARTNERS / DIRECTORS / PROPIRETOR

1. _____	_____ (Name)	_____ (Father's Name)	NIC No. <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 15px; height: 15px;"> </td><td style="width: 15px; height: 15px;"> </td><td style="width: 15px; height: 15px;"> </td><td style="width: 15px; height: 15px;"> </td><td style="width: 15px; height: 15px;"> </td><td style="width: 15px; height: 15px;"> </td><td style="width: 15px; height: 15px;"> </td><td style="width: 15px; height: 15px;"> </td><td style="width: 15px; height: 15px;"> </td><td style="width: 15px; height: 15px;"> </td><td style="width: 15px; height: 15px;"> </td><td style="width: 15px; height: 15px;"> </td><td style="width: 15px; height: 15px;"> </td><td style="width: 15px; height: 15px;"> </td><td style="width: 15px; height: 15px;"> </td><td style="width: 15px; height: 15px;"> </td><td style="width: 15px; height: 15px;"> </td><td style="width: 15px; height: 15px;"> </td><td style="width: 15px; height: 15px;"> </td><td style="width: 15px; height: 15px;"> </td><td style="width: 15px; height: 15px;"> </td><td style="width: 15px; height: 15px;"> </td><td style="width: 15px; height: 15px;"> </td><td style="width: 15px; height: 15px;"> </td><td style="width: 15px; height: 15px;"> </td><td style="width: 15px; height: 15px;"> </td><td style="width: 15px; height: 15px;"> </td></tr></table>																												
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3. FLOOR REQUIREMENT

a) Number of Floors required in Category C building: _____
(in figures) (in words)

Note: The covered area on each floor of Category C building is indicated on page-2.



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4. DESCRIPTION OF THE RENTABLE AREA (FLOOR-WISE)

Category-C Building	
Description	Covered Area (Sq. Ft.)
Ground Floor	8,275
First Floor	8,275
Second Floor	8,275
Third Floor	8,275
Basement	8,000
TOTAL	41,100

5. GENERAL TERMS AND CONDITIONS OF THE LEASE

1. The lease for the premises shall be granted on the basis of open competitive bidding on per square feet per month basis.
2. The minimum period of a lease shall be five (5) years which may be renewed successively for period of three (3) years extendable.
3. The Rent payable under the lease agreement shall be paid by the Lessee(s) in advance for at least a term of twelve (12) months every time.
4. The Rent shall be increased by ten (10) percent annually.
5. The Rent for three (03) months shall be received as the security amount at the time of the execution of the lease agreement.
6. An additional amount as security against utilities shall also be received from the Lessee(s).
7. The successful bidder will be asked to sign lease agreement with the LGCC.

6. GENERAL INSTRUCTIONS FOR THE BIDDERS

- a) The application duly filled in must reach the office of LGCC located at Plot No. 143-146 & 151-155 Sundar Industrial Estate (SIE) Raiwind, Lahore before 11:00 AM on 25-08-2022 during working hours (Mon-Sat 08:00 AM to 03:00 PM). Applications received after the due date / time would not be entertained. The bids will be opened on 25-08-2022 at 11:30 AM.
- b) All sections in the application form must be completed and tick (✓) the relevant portion. An incomplete application form shall result in rejection.
- c) Where more space is required for any section, extra sheets may be attached.
- d) The bids shall be submitted in two separate envelopes, one envelop will contain Application form along with accompanying documents and the second envelope will contain financial bid. The envelopes shall be duly marked as "Application" and "Financial Bid".
- e) Non-refundable Processing fee amounting to Rs. 10,000/- shall be deposited in favour of Lahore Garment City Company through Pay Order / Demand Draft which shall be deposited separately alongwith the application form. Application received without processing fee would not be entertained.
- f) Financial bid shall be accompanied with security deposit equivalent to 2% of annual rent offered. For the purpose of identification of applicant only CNIC(s) / Passport(s) issued by NADRA will be entertained.
- h) Lahore Garment City Company reserves the right to reject any application without assigning any reason.



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7. DOCUMENTS TO BE ATTACHED WITH THE APPLICATION FORM

➤ Pay Order / Demand Draft amounting to Rs. 10,000/- in favour of Lahore Garment City Company as non-refundable processing fee.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
➤ Certified copy of the Certificate of Incorporation or Registration of the Applicant, in case of sole proprietorship, a Certificate confirming such status on the business letter head duly signed by the Proprietor.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
➤ Certified copy of the Current Memorandum and Articles of Association or Partnership Deed, of the Applicant, as the case may be.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
➤ Certified/Notarized Board Resolution/Power of Attorney in favour of the person authorized to sign the application form, communicate with the LGCC, participate in the open competitive bidding and execute the lease agreement, on behalf of the Applicant, as the case may be.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
➤ Certified/Attested Copies of Computerized National Identity Cards or in case of foreigner Passports of Directors/Partners/Sole Proprietor and authorized representative, of the Applicant, as the case may be.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
➤ Brief history of the Applicant and an outline of the garment manufacturing business proposed to be conducted by the Applicant.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
➤ Audited accounts of the Applicant for the past three (3) years or satisfactory evidence of the adequate finances available to the Applicant to undertake the business in the Premises and pay the Rent and other charges to LGCC.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
➤ Copy of the Sales Tax registration certificate of the Applicant having active profile as manufacturer / importer/exporter.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
➤ Copy of National Tax Number certificate of the Applicant.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
➤ Affidavit by the authorized representative confirming that neither the Directors, members, officers, employees of the LGCC nor any of their parents, siblings, spouse or children are the owner, partner, Director, or have direct or indirect controlling interest, in/of the Applicant.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

8. ELECTRICITY LOAD REQUIREMENT

_____ KW per floor.

Note:

- a) Maximum electricity load that can be provided on each floor of Category-C building is 89.95 KW.

9. UNDERTAKING

I/we have submitted following separately

- a) Envelope containing Application Form alongwith documents asked for and duly marked as "Application".
- b) Envelope containing Financial bid accompanied with Security Deposit equivalent to 2% of annual rent offered and marked as "Financial Bid".
- c) Non-refundable processing fee amounting Rs. 10,000/- (Ten Thousand only) in shape of Pay Order/Demand Draft No. _____ dated _____ drawn on _____ (Name of Branch/Bank)



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10. CERTIFICATE BY THE BIDDER

I /we hereby certify that the above information is correct to the best of my/our knowledge and I/we understand that any false or misleading information / statement shall result in rejection of application and / or cancellation of lease.

Signature of Authorized person & Stamp

Dated: _____

Name: _____

Designation: _____