



MINISTRY OF TOURISM AND WILDLIFE
TOURISM PROMOTION FUND
PRE-QUALIFICATION NOTICE
FOR THE
REGISTRATION OF SUPPLIERS & SERVICE
PROVIDERS FOR 2020-2022

TPF/SM/PQS/001-050/2020-2022

NSSF BLOCK A, 20TH FLOOR ‘
P.O. BOX 30027 – 00100
TEL: +254 791 801 225
FAX: +254-020-316187
NAIROBI, KENYA.

E-mail: tpfprocurement@tourism.go.ke

Website: www.tourism.go.ke

JULY 2020

PREQ NO. TPF/SM/PQS/001-050/2020-2022: PREQUALIFICATION OF SUPPLIERS FOR THE YEAR 2020-2022.

The Tourism Promotion Fund (TPF) invites sealed applications from eligible candidates for purposes of prequalifying suppliers for registration for the year 2020/2021 & 2021/2022 financial years.

1. The Pre-qualification documents containing the submission information, detailed terms and conditions of qualification maybe obtained by interested candidates free of charge from the Ministry of Tourism and Wildlife website www.tourism.go.ke and on the Public Procurement Information Portal (www.tenders.go.ke). Hard Copies can be obtained from the Tourism Promotion Fund Offices, NSSF Building Block A, 20th Floor, Western Wing from Monday to Friday between 10.00 am to 3.00 pm upon payment of a non-refundable fee of Kshs. 2,000.00 per document.
2. Suppliers who choose to participate MUST register with the procurement office by forwarding pre-qualification number/category name and company details (Company Name, Mobile Number for any of the directors) to tpfprocurement@tourism.go.ke a day before submission of the hard copy. No late emails/documents submitted after the said time and date shall be accepted for evaluation irrespective of the circumstances.
3. Completed Pre-qualification documents are to be enclosed in plain sealed envelopes marked with the pre-qualification number and category name and marked as follows; "Do not open before 10.00 AM, 15/07/2020"

"PREQ NO.TPF/SM/PQS/_____/2020-2022

ITEM DESCRIPTION:_____"

Should be addressed to:

The Ag. Chief Executive Officer,
The Tourism Promotion Fund
P. O. Box 30027 – 00100
NAIROBI

4. Submission must be serialized i.e with page numbers and must contain copies of Mandatory statutory documents among other requirements. The Reserved Categories will be given preference to Youth, Women and Persons Living with Disabilities.
5. Due to National Response to the Coronavirus pandemic, the received documents shall remain in the sealed tender boxes for a quarantine period of 14 days. Opening of the tenders will be done immediately thereafter in the Board Room, NSSF Building Block A, 20th Floor, Western Wing, Upper Hill in the presence of bidders /or their representatives (one representative per bidder) who choose to attend. To limit the number of bidders witnessing the exercise, the documents shall be opened on different days as follows:

Category 1: Supply of Good (TPF/SM/PQS/001-015/2020-22)	Wednesday 29 th JULY2020
Category 2: Supply of Services (TPF/SM/PQS/016-041/2020-22)	Thursday 30 th JULY 2020
Category 3. Supply of Consultancy & Specialised Services- (TPF/SM/PQS/042-050/2020-22)	Friday 31 st JULY 2020

During the opening, the Fund will ensure provision of sanitary facilities, screening of attendees and that social distance is observed.

AG. CHIEF EXECUTIVE OFFICER
THE TOURISM PROMOTION FUND

PRE-QUALIFICATION NOTICE

The Tourism Promotion Fund (TPF) is established under the Public Finance Management (Tourism Promotion Fund) Regulations, 2019 (Legal Notice No. 24) With the mandate of providing funding to support development, promotion and branding of tourism sector.

The fund invites eligible and interested bidders to apply for registration for supply of various goods, works and services for the Financial Years 2020-2022 in the following categories:

REGISTRATION OF SUPPLIERS & SERVICE PROVIDERS 2020 -2022

ITEM NO	PREQUALIFICATION NO.	ITEM DESCRIPTION	ELIGIBILITY
Category I -Supply of Goods			
1.	TPF/SM/PQS/001/2020-22	Supply and Delivery of General Stationery.	Special Groups
2.	TPF/SM/ PQS /002/2020-22	Supply & Fitting of Assorted Office Furniture and Fittings Including Window Blinds and Curtains	Special Groups
3.	TPF/SM/ PQS /003/2020-22	Supply of Promotional Material and Branded items (T-Shirts, caps, vests, bags, umbrellas, pens, mugs, key holders, clocks, Banners etc)	Special Groups
4.	TPF/SM/ PQS /004/2020-22	Supply and delivery of General Office Equipment's	Special Groups
5.	TPF/SM/ PQS /005/2020-22	Supply and Delivery of Branded Uniforms and Protective Clothing	Special Groups
6.	TPF/SM/ PQS /006/2020-22	Supply, Installation, Repair and Maintenance of ICT Hard wares, Soft Open wares, Accessories, Consumables, Network Equipment & Structured cabling (LAN, WAN, PABX, Computers, Copiers, Access Control, Air conditioners, Printers etc	Open

7.	TPF/SM/ PQS /007/2020-22	Supply, Repair, Cleaning & Maintenance of assorted Office Furniture, and Open Fittings including Window Blinds, Curtains & Carpets etc	Open
8.	TPF/SM/PQS/008/2020-22	Supply of Motor Vehicles Tyres, Batteries & other accessories	Open
9.	TPF/SM/PQS/009/2020-22	Supply and Maintenance of Flowers, Bouquets and Decorations	Special Groups
10.	TPF/SM/PQS/010/2020-22	Supply of General consumables (e.g. Milk, Bottled Drinking water, Sugar, Special Groups Snacks, Detergents, Toiletries, etc)	Special Groups
11.	TPF/SM/PQS/011/2020-22	Supply of Newspapers and Periodicals	Special Groups
12.	TPF/SM/PQS/012/2020-22	Provision of Cleaning Services, Detergents, Soaps, Disinfectants & Toiletries	Special Groups
13.	TPF/SM/PQS/013/2020-22	Supply and Delivery of Airtime cards	Special Groups
14.	TPF/SM/PQS/014/2020-22	Supply and delivery of audio visual equipment including and not limited to screen, digital cameras, projectors and related equipment	Open
15.	TPF/SM/PQS/015/2020-22	Supply and Maintenance Of Fire Suppression and Fire Fighting Equipment	Open

Category I - Supply of Services			
16.	TPF/SM/PQS/016/2020-22	Provision of Creative Design and Printing of Umbrellas, Caps, T-Shirts, Books, Posters, Business Cards, Banners, teardrops, Brochures infographic briefs & reports, Cards, Diaries, Newsletter, Stickers, Signage, Fliers, Brochures, Booklets etc)	Special Groups
17.	TPF/SM/PQS/017/2020-22	Repair and Servicing of Servers, Computers, Laptops, printers, scanners and other related ICT Equipment's	Special Groups
18.	TPF/SM/PQS/018/2020-22	Provision of Videography & Photography Service	Special Groups
19.	TPF/SM/PQS/019/2020-22	Provision of Asset Tagging/Coding/ Valuation Services	Special Groups
20.	TPF/SM/PQS/020/2020-22	Provision of Air Ticketing (IATA Registered Firm Only)	Open
21.	TPF/SM/PQS/021/2020-22	Provision of Airlifting/Aircraft Charter Services	Open
22.	TPF/SM/PQS/022/2020-22	Provision of Car hire and Taxi Services (Please state your geographical Open locations preferably Nairobi, Mombasa, Kisumu, Eldoret, Nakuru, Nyeri, Meru, Garissa, Laikipia, Kilifi, Samburu, Marsabit etc	Open
23.	TPF/SM/PQS/023/2020-22	Provision of Event Organization services, chairs, tents, stage assembly, Hire Special Groups of PAS, Entertainment (Bands, Dancers, Musicians, MCS) and related services	Special Groups

24.	TPF/SM/PQS/024/2020-22	Provision of Signage and Outdoor Advertising Services (billboards and Open related service)	Open
25.	TPF/SM/PQS/025/2020-22	Provision of Development, Hosting and Maintenance of Website/ Open Professional ICT support services	Open
26.	TPF/SM/PQS/026/2020-22	Provision of Internet Connectivity Services	Open
27.	TPF/SM/PQS/027/2020-22	Provision of Premium rate Mobile Service	Open
28.	TPF/SM/PQS/028/2020-22	Provision of Motor Vehicle Repairs and Maintenance Services- Approved Garages/Dealers only	Open
29.	TPF/SM/PQS/029/2020-22	Provision of Catering Services	Special Groups
30.	TPF/SM/PQS/030/2020-22	Provision of Photography/ Video Graphic, Public Address System and Open Related Services	Open
31.	TPF/SM/PQS/031/2020-22	Provision of Office Cleaning, Fumigation and Sanitary Disposal Services	Special Groups
32.	TPF/SM/PQS/032/2020-22	Provision of Office Repairs, Constructions, Partitioning and Renovations Special Groups service	Special Groups
33.	TPF/SM/PQS/033/2020-22	Supply of electronic appliances, fittings and other related items	Special Groups
34.	TPF/SM/PQS/034/2020-22	Provision of Group Life Insurance, Group Personal Accident (GPA/WIBA Plus) and Employers Liability	Open
35.	TPF/SM/PQS/035/2020-22	Supply/Repair and Servicing of Air condition Equipment's	Open
36.	TPF/SM/PQS/036/2020-22	Provision of Security and Guarding Services	Open

37.	TPF/SM/PQS/037/2020-22	Supply, Installation and maintenance of network equipment & structured cabling (LAN)	Open
38.	TPF/SM/PQS/038/2020-22	Provision of General Insurance & Motor Vehicle Insurance	Open
39.	TPF/SM/PQS/039/2020-22	Provision of Asset valuation services	Open
40.	TPF/SM/PQS/040/2020-22	Provision of Hotels, Conferences and Accommodation Services	Open
41.	TPF/SM/PQS/041/2020-22	Provision of Team Building Consultancy services	
Category 3: Consultancy/ Specialized Services			
42.	TPF/SM/PQS/042/2020-22	Provision of Legal and Consultancy Services	Open
43.	TPF/SM/PQS/043/2020-22	Provision of Consultancy Services (ICT, Research, Finance/Risk, Peace Open Building, Procurement, Human Resource, Administration etc	Open
44.	TPF/SM/PQS/044/2020-22	Provision of media monitoring services (Mainstream and digital media	Open
45.	TPF/SM/PQS/045/2020-22	Provision of translation and braille services	Open
46.	TPF/SM/PQS/046/2020-22	Provision of Specialized services; Academic/Short report publications, Open, Illustrators, Rapporteurs, proof reading	Open
47.	TPF/SM/PQS/047/2020-22	Provision of sign language and interpretation language	Open

48.	TPF/SM/PQS/048/2020-22	Provision of creative design animation and illustration services	Special Group
49.	TPF/SM/PQS/049/2020-22	Provision of ICT training and Consultancy Services	Open
50.	TPF/SM/PQS/050/2020-22	Provision of Baseline Survey and related Consultancy Services on Employee satisfaction, work environment, customer satisfaction and other Performance Contract related consultancies	Open

Completed Pre-qualification documents should be deposited in the Tender box provided at The Tourism Promotion Fund Offices, NSSF Building Block "A" Western Wing, Upper Hill, Nairobi So as to be received on or before TUESDAY 14TH JULY, 2020 AT 10 AM, Should be addressed to:

The Ag. Chief Executive Officer,
The Tourism Promotion Fund
P. O. Box 30027 – 00100
NAIROBI

SECTION I - INFORMATION TO APPLICANTS

I INTRODUCTION

- I.1 The Tourism Promotion Fund (TPF) is established under the Public Finance Management (Tourism Promotion Fund) Regulations, 2019 (Legal Notice No. 24) with the mandate of providing funding to support the development, promotion and branding of the Tourism Sector in Kenya
- I.2 Suppliers are invited to apply to be pre-qualified for various categories for provision of Goods, The Tourism Promotion Fund (TPF) will pre-qualify and enlist suppliers from among those who will have submitted applications, in accordance with the pre-qualification requirements.
- I.3 The Pre-qualification Document and the Applicants response thereof shall be the basis of pre-qualification. Applicants must familiarize themselves with the requirements described in this document and take them into account while preparing their responses.
- I.4 TPF does not bind itself to assign services but shall endeavour to ensure that Applicants are treated equitably when opportunities arise.
- I.5 Applicants will be informed in writing of the results of their applications, immediately after completion of the process.
- I.6 Applicants will meet all costs associated with preparation and submission of their applications.
- I.7 It is TPF's policy to require that Applicants observe the highest standard of ethics during the selection and execution of such contracts, the TPF herein;
- a) defines, for the purpose of this provision, the terms set forth below as follows:
 - i. "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of an officer of the Procuring Entity in the pre-qualification process; and
 - ii. "Fraudulent practice" means a misrepresentation of facts in order to influence the pre-qualification process to the detriment of TPF, and includes collusive practices among Applicants (prior or after submission of the applications) designed to establish prices at artificial, non-competitive levels and to deprive TPF of the benefits of free and open competition.
 - b) Will reject an application for pre-qualification if it determines that an Applicant has engaged in corrupt and fraudulent activities in competing for the contract in question and initiate debarment proceedings against the Applicant(s);
 - c) Will declare an application ineligible, for pre-qualification if at any time it determines that the Applicant has engaged in corrupt or fraudulent practices in competing for, or in executing, a similar contract;
 - d) Will have the right to examine financial records relating to the performance of such services to determine capability;

- e) Will have the right to inspect the business premises of the Applicant.

1.8 Applicants shall furnish information as described in the prequalification document

2. OBJECTIVE OF THE ASSIGNMENT

The main objective of prequalifying suppliers is to have a standby list of suppliers for the year 2020-2022 for provision of Goods, Services and Works for the operations of TPF activities.

3. CLARIFICATIONS

- 3.1 Applicants may request for clarification on the prequalification document up to three (3) Days before the submission date. Any request for clarification must be sent in writing by postal address or e- mail to the Tourism Promotion Fund Fund address. TPF will respond in writing by normal postal mail, facsimile, or electronic mail to such requests and will send copies of the response to all known applicants who intend to submit applications. Clarifications sought outside this time frame will not be responded to.

4. PREPARATION OF PRE-QUALIFICATION DOCUMENTS

- 4.1 Applicants are requested to submit an application written in English language.

- 4.2 Applicants are expected to examine the documents comprising this Request for pre-qualification in detail. Material deficiencies in providing the information requested will result in rejection of the application.

- 4.3 Applicants are required to meet the qualification criteria stipulated herein of these Instructions to Applicants. Those who do not meet requirements need not submit applications. Only applicants who fulfil these requirements will be pre-qualified.

- 4.4 The pre-qualification documents shall not include any financial proposal information other than either audited accounts for the last two (2) years for firms that have been in operations for more than two years or Certified Management Accounts by a Certified Accountant or last six months Certified Bank Statements for businesses that have been in operation for less than two years.

- 4.5 Period of Validity

The request for pre-qualification must remain valid for not less than 120 days from the date of submission and candidates shall be pre-qualified for a period of two years.

TPF will make the best effort to complete the evaluation and communicate within this period.

5. SUBMISSION, RECEIPT AND OPENING OF APPLICATIONS

- 5.1 The original pre-qualification Documents shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the Applicant. Any such corrections must be initialled by the person who sign(s) the Pre-qualification Document.

- 5.2 The pre-qualification documents should be prepared and submitted in one original and one (1) copy in a plain sealed envelope clearly marked with the Prequalification Category name

and Reference Number.

PREQ NO. TPF/SM/PQS/...../2020-2022

ITEM DESCRIPTION:

PRE-QUALIFICATION OF SUPPLIERS FOR THE YEAR 2020-2022” “DO NOT
OPEN BEFORE TUESDAY JULY, 15TH, 2020”

Completed Pre-qualification Documents should be deposited in the tender box provided at The
Tourism Promotion Fund Offices, NSSF Building, 20th Floor, Western Wing Upper Hill, Nairobi, Kenya
or be addressed to:

The Ag. Chief Executive Officer,
The Tourism Promotion Fund
P. O. Box 30027 – 00100
NAIROBI

5.3 Deadline for Submission

The closing date and time for submission of the Pre-qualification Document shall be 15TH
July 2020 at 10.00AM

5.4 Late Applications

Any Pre-qualification Document received after the deadline pursuant to clause 6.3
shall be rejected as a late application and shall not be considered.

5.5 Opening of Applications

5.5.1 A Committee of officials from TPF shall open the applications immediately after the closing
time for submissions of the Pre-qualification Documents’ in the presence of applicants’
representatives who choose to attend.

5.5.2 TPF will prepare a record of the Pre-Qualification Opening

6.0 PRE-QUALIFICATION EVALUATION CRITERIA

6.1 Preliminary/Mandatory Requirements

The applicant shall submit the following mandatory documents and/or information: -

- (i) Prequalification submission Form
- (ii) Declaration Form
- (ii) A copy of certificate of incorporation/registration
- (iii) Valid Tax Compliance Certificate/exemption from Kenya Revenue Authority
(failure to produce this certificate to prove compliance, will lead to automatic
disqualification thus no further evaluation of your application).
- (iv) Copies of KRA PIN Certificate of firm/company/individual.
- (v) Current Copy of Trading License/Permit from County government

(where applicable)

- (vi) Duly completed Confidential Business Questionnaire
- (vii) Proof of registration with relevant regulatory bodies for categories that requires professional approvals (E.g. National Construction Authority for works, National Industrial Training Authority for training, IATA Certification, Insurance Regulatory Authority for Insurance e.t.c.) where applicable.
- (viii) A signed statement that the firm or any of its Directors or Officers have not been convicted of any criminal offence relating to professional conduct or the making of false statements or misrepresentations as to its qualifications to enter into a procurement contract within a period of three years preceding the commencement of procurement proceedings

NB: Business units owned by Special Category i.e. Youth, Women and People with Disability shall be required to attach their Registration certificate with the National Treasury (Procurement Directorate) in accordance with the Public Procurement and Asset Disposal Act, 2015 (Preference and Reservations) Regulations, 2020.

6.2 General Requirements

- (a) TPF will examine all applications to determine completeness, general orderliness, and sufficiency in responsiveness.
- (b) Pre-qualification will be based on meeting the minimum criteria.
- (c) The applicants must have registered offices and TPF reserves the discretion of visiting physical premises from which the applicant conducts business if so desired to confirm existence and capability to deliver the services.
- (d) TPF does not bind itself to assign services but shall endeavour to ensure that Applicants are treated equitably when opportunities arise.
- (e) The applicant shall submit documents that are current and valid. All documents submitted as copies shall be certified as true copies of originals.

7 CONFIDENTIALITY

- 7.1 Information relating to evaluation and recommendations concerning pre-qualification shall not be disclosed to the applicants until the pre-qualified firms have been advised accordingly.

SECTION 2 - STANDARD FORMS

1	Pre-qualification Submission Form	PQ-1
2	Registration Documentation	PQ-2
3	Confidential Questionnaire Report	PQ-3
4	PAST Experience	PQ-4
5	Pre-qualification Data	PQ-5
6	Financial Position	PQ-6
7	Litigation History	PQ-7
8	CR 12	PQ-8

2.1 P Q I - P R E -QUALIFICATION SUBMISSION FORM

TO: Ag. Chief Executive Officer
 Tourism Promotion Fund
 NSSF Building Block 'A'
 Western Wing 20th Floor
 P. O. Box 4644-00200
 NAIROBI

Dear Sir/Madam,

1. Having examined the Pre-qualification documents including Addenda Nos..... The receipt of which is hereby duly acknowledged, I/ we, the undersigned, do hereby submit our Pre-qualification document.
2. Our submission is binding to us for 120 days and if found acceptable we shall be pleased to be included in the list of pre-qualified firms.
3. We understand you are not bound to accept any submission you may receive.

Dated this _____ day of _____ 2020

[Signature] _____(in the capacity of] _____

Duly authorized to sign on behalf of _____

Tel. No. _____

Email _____

2.2 DECLARATION FORM

I/We the undersigned state that the above information is correct and that I/We give the Tourism Promotion Fund authority to seek any other references concerning my/our company from whatever sources deemed relevant e.g. Company Registrar's office, Bankers et

Signed.....

For and on behalf of..... In

the capacity of Dated

this day of2020

Company's rubber Stamp

2.3 PQ3- CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part I and either Part 2 (a), 2(b) or 2(c) whichever applied to your type of business.

You are advised that it is a serious offence to give false information on this form.

Part I : General

Business Name

Location of Business Premises (a MUST)

Plot No, (a MUST) Street/Road (a MUST)

Postal address (a MUST) Tel No(s) (a MUST)

Fax Email (a MUST)

Nature of Business

Registration Certificate No

KRA PIN No

Maximum value of business which you can handle at any one time Kshs.....

Name of your bankers

Bank Branch

Note: (A MUST) is a requirement for every purpose of easy location and all communications.

Part 2 (a) – Sole Proprietor

Your name in full Age

Nationality Country of Origin

Citizenship details

Youth/Woman/Person with Disability

Supplier Category (Indicate one) Citizen Contractor (Indicate

Part2(b) – Partnership

Given details of partners as follows

No	Name Nationality	Nationality	Citizenship Details	No/Percentage of Shares
1
2
3
4
Suppliers Category (indicate One)	Youth/Woman/Person with Disability	
	Citizen Contractor (Indicate	

*Please attach a list of partners in case they are more than indicated above

Part 2 (c) – Registered Company

Type of the Company Private Public

(Tick appropriately)

State the nominal and issued capital of company

Nominal -Kshs Issued

.....

Given details of all directors as follows

No	Name	Nationality\y	Citizenship Details	No of Shares
I
			

2
 3
 4

Suppliers Category Youth/Woman/Person with Disability
 Citizen Contractor (Indicate

*Please attach a list of Directors in case they are more than indicated above

Date Signature of Candidate

Certification:

I, the undersigned, certify that these data correctly describe me, my qualifications, and my experience.

Full name of staff member

[Signature of staff member] Date

Full name of authorized person /representative

[Signature of authorized representative of the firm] Date

Tel No

2.5 PQ4- PAST EXPERIENCE

NAMES OF THE APPLICANT’S CLIENTS IN THE LAST TWO YEARS NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS

- I. i) Name of Client (organization).....
- ii) Address of Client (organization).....
- iii) Name of Contact Person at the client (organization)
- iv) Telephone No. of Client.....
- v) Value of Contract.....
- vi) Duration of Contract (date)

(Attach documental evidence of existence of contract (LPOs/LSOs, Contracts)

- 2. Name of 2nd Client (organization)
- i) Name of Client (organization)
- ii) Address of Client (organization)
- vii) Name of Contact Person at the client (organization)
- viii) Telephone No. of Client.....
- ix) Value of Contract.....

x) Duration of Contract (date)

(Attach documental evidence of existence of contract (LPOs/LSOs, Contracts)

3. Name of 3rd Client (organization)

i) Name of Client (organization)

ii) Address of Client (organization)

xi) Name of Contact Person at the client (organization)

xii) Telephone No. of Client.....

xiii) Value of Contract.....

xiv) Duration of Contract (date)

(Attach documental evidence of existence of contract (LPOs/LSOs, Contracts)

PQ-6 - FINANCIAL POSITION

(1) Attach a copy of firm's two certified financial statements giving summary of assets and current liabilities/ or any other financial support.

(2) Attach letters of reference from the bankers regarding supplier's credit position.

Name of Contractor/Supplier

Contractors/suppliers should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

YEAR	Award for or Against	Name of Client, Cause of litigation and Matter in dispute	Disputed Amount: current Value, Kshs. Equivalent

2.6 EVALUATION CRITERIA

No	Category	Marks Allotted
1	Statutory Requirements 1. A copy of certificate of incorporation/registration 2. Valid Tax Compliance Certificate 3. KRA PIN Certificate 4. Current Trade License 5. Duly completed Confidential Business Questionnaire 6. AGPO Certificate (for reserved category) 7. CRI2 8. Company Profile 9.	Mandatory
2	Period of operation /Past Experience/Major Clients	25
	a) Experience of more than 3years	10
	b) Experience of Less than 3 years	5
	c) 3 clients and above	5
	d) References and contact persons	5
3	Financial strength	30
4	Litigation history	20
5	Proof of registration with relevant regulatory bodies for categories that requires professional approvals (E.g. National Construction Authority for works, National Industrial Training Authority for training, IATA Certification for ticketing and related services, Insurance Regulatory Authority for Insurance e.t.c) NB: Youth, Women and People with Disability shall be required to attach their Registration certificate (Preference and Reservations)	15
6	Submission Form	5
7	Declaration Form	5
	Total Marks	100

Pass Marks

70

