

Government of Arunachal Pradesh
Department of Animal Husbandry, Vety & Dairy Development
Nirjuli

Request for Proposal (RFP)

**for Design, Development and Maintenance of Dynamic Website and Interactive for
Department of Animal Husbandry, Veterinary & Dairy Development
Govt. of Arunachal Pradesh**

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RFP for Government Department Website design and hosting

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Government of Arunachal Pradesh
Department of Animal Husbandry, Vety & Dairy Development
Nirjuli

Request for Proposal (RFP)

for Design, Development and Maintenance of New Website for Department of Animal Husbandry, Veterinary & Dairy Development, Govt of Arunachal Pradesh in alignment with the Directives of Meity and in collaboration with National Informative Centre, Itanagar, Arunachal Pradesh

1. Introduction

The Department of Animal Husbandry, Veterinary & Dairy Development (AHV & DD), Government of Arunachal Pradesh, is mandated with the planning, implementation and monitoring of livestock, veterinary and dairy development programmes across the State. The Department implements several Centrally Sponsored Schemes (CSS), Central Sector Schemes and State Plan schemes, including National Livestock Mission (NLM), Rashtriya Gokul Mission (RGM), Livestock Health & Disease Control Programme (LH&DCP), National Programme for Dairy Development (NPDD), Integrated Sample Survey & Livestock Census (ISS & LC), and the State Plan Scheme – Arunachal Pradesh Animal Productivity Programme (ANPPY).

The existing departmental website, developed by NIC and operational since April 2021, primarily serves as an information dissemination portal. While effective in its current role, the platform lacks integrated capabilities for real-time scheme monitoring, digital service delivery, internal dashboards, farmer-facing online applications, and programme-wise Management Information Systems (MIS). In view of increasing emphasis on Digital India, outcome-based governance, transparency, real-time monitoring, Direct Benefit Transfer (DBT) readiness, and data-driven decision-making, AHV & DD proposes to upgrade the existing website into a comprehensive Integrated Digital Platform. This platform shall serve as the single authoritative digital system for public services, internal monitoring, analytics, reporting and decision support.

This new platform will serve as a digital gateway for livestock farmers, veterinarians, dairy entrepreneurs, and the public to access real-time information on schemes, veterinary services, Animal Health programs, Training events, and departmental initiatives. Using a modern content management system, the department will be empowered to easily update content, share alerts, publish Scheme updates, and manage a wide variety of digital resources—all without depending on external IT intervention.

Considering the need to develop an upgraded dynamic Content Management System, and submit the Project Proposal for development and maintenance for a period of 02 (Two) Years, **including capacity building and handholding.**

2. Scope of Work

The proposed solution will be a modified version of the department's existing website at the domain “ahvdd.arunachal.gov.in”. The website will be built using modern web technologies and structured to support future scalability, content management, and User Interaction.

(a) **Technology Stack:**

The Front End will be developed using the PHP Framework – Laravel/ CodeIgniter with PostgreSQL database.

(b) **Key Features:**

- **Custom Admin Panel:** To manage content dynamically without coding with two user Roles- Admin and Data Entry Operator (DEO)
- **User Authentication:** Secure login/signup and role-based access (if needed).
- **Responsive Design:** Mobile-friendly layout compatible with all devices.
- **SEO Optimization:** Clean URLs, meta tags and performance tuning for search engines.
- **Forms:** Contact forms, Feedback Systems, etc.

(c) **Key conditions:**

- (i) The application must be hosted in the State data centre (SDC).
- (ii) Complete Ownership and administrative control should remain with the Department of AHV&DD, Govt. of Arunachal Pradesh.
- (iii) The responsibility for the commercial and payment terms system design and upgrades, technical maintenance, security compliance and audits, and capacity building and handholding rests with the Department of AHV&DD, Govt. of Arunachal Pradesh. NIC shall be a technical partner in the exercise.
- (iv) The complete source code must be handed over to the Department., The department must retain full intellectual property rights (IPRs).
- (v) The solution should not be vendor locked.

(d) **Exit Plan:**

- (i) Exit Management and Transition Plan
- (ii) To ensure continuity of services and smooth transition at the end of the contract period or upon termination, the selected agency shall implement a structured exit management process. The

following provisions shall apply:

- **Knowledge Transfer:**

The agency shall provide complete knowledge transfer to the designated department team or the incoming vendor. This shall include system architecture, development framework, CMS operation, hosting configuration, security protocols, and operational procedures.

- **Handover of Credentials and Access**

All administrative and technical credentials shall be handed over to the department. This includes but is not limited to: Domain control panel access, Web hosting/server access, CMS administrator credentials, Database access, Source code repository access, Third-party service credentials (if any) and all passwords must be transferred securely and updated under the control of the department.

- **Documentation Handover**

The agency shall submit comprehensive documentation, including: System architecture and technical design documents, Source code and repository structure, Database schema and configuration details, API documentation (if applicable), User manuals and administrator guides, Security and backup procedures and Maintenance and update protocols

- **Source Code and Intellectual Property Transfer**

All source codes, design assets, databases, and related materials developed under the project shall be handed over to the department. The department shall retain full ownership and intellectual property rights.

- **Data Migration Support**

The agency shall provide full assistance in migrating website data, databases, and digital assets to the new environment or to the incoming service provider without data loss or service disruption.

- **Transition Assistance Period**

The agency shall provide transition support for a minimum period of **30–60 days** after contract completion or termination to ensure smooth handover and operational continuity.

- **No Vendor Lock-in**

The website shall be developed using open standards and widely supported technologies to ensure that the department or any future vendor can manage, modify, and maintain the system without dependency on the outgoing agency.

- **Final Handover Certification**

The exit process shall be considered complete only after the department confirms successful transfer of all assets, credentials, documentation, and operational knowledge

(iii) **Jurisdiction and Legal Provisions:**

- (a) Arbitration Jurisdiction should be Itanagar
- (b) Legal Jurisdiction should be the Gauhati High Court, Itanagar bench.

(iv) **Change Request Policy**

Any change requests arising during the project implementation that are within 10% of the total project cost shall be accommodated by the selected agency within the overall scope of work without any additional financial implication. During the maintenance and support period, the agency shall also address necessary change requests, minor enhancements, and updates in consultation with the department, ensuring no disruption to the website's operations or services.

(v) **Communication and Notification Features**

The selected agency shall ensure the provision of essential communication and notification services, including OTP, SMS alerts, email notifications, and system-generated updates, required to operate the website and its services throughout the project duration. All system-triggered communications necessary for operational functionality shall be included in the project scope, and the department shall not incur any additional recurring costs for these essential notifications.

(vi) **Support and Capacity Building:**

The selected agency shall provide comprehensive technical support for the website and associated systems throughout the project, ensuring uninterrupted functionality and timely resolution of issues. In addition, the agency shall provide capacity-building and hand-holding support to departmental personnel for a minimum of two (2) years, including training, operational guidance, and technical assistance to enable effective management and maintenance of the system.

(vii) **Service Level Agreement (SLA)**

A detailed Service Level Agreement (SLA) shall form part of the contract to ensure reliable operation and timely technical support for the website.

- The system shall maintain a minimum uptime of 99.5% monthly, excluding approved scheduled maintenance.
- The agency shall adhere to defined response and resolution timelines for issues based on severity levels (Critical, High, Medium, Low).
- Critical issues such as website downtime shall be responded to within 1 hour and resolved on priority. If the website stays down for 3 days, a penalty may be imposed.
- The agency shall provide regular monitoring, technical support, and periodic performance reports to the Department.
- Penalty provisions shall apply for non-compliance with SLA parameters, including failure to meet uptime, response time, or resolution timelines, as defined in the contract.

(e) Eligibility & Financial Conditions:

The website will be developed using a secure Programming Framework methodology, ensuring the feasibility for the addition of any new dynamic page.

(f) Payment Schedule

The total project cost of ₹14.97 lakh for design, development, hosting, and management of the Departmental Website shall be released in phases based on completion of defined milestones and satisfactory acceptance by the Department.

Milestone	Payment (%)	Amount (₹)
On approval of the website design, architecture, and submission of the development plan	20%	₹3.00 lakh
Completion of website development and submission of the beta version for testing	30%	₹4.49 lakh
Successful deployment of the website, testing, and Go-Live approval by the Department	30%	₹4.48 lakh
Completion of documentation, training, and handover of	10%	₹1.50 lakh

credentials		
After satisfactory performance during initial maintenance/support period	10%	₹1.50 lakh

All payments shall be released subject to satisfactory completion of the respective milestones and certification by the Department.

2.1 CMS-Based Official Website (Public Interface)

The successful bidder/vendor shall design and develop a dynamic, responsive, CMS- based website as the official public interface of AHV & DD. The website shall include, but not be limited to:

- Scheme and programme information with downloadable guidelines and forms
- Notifications, tenders, circulars, events, and press releases
- Departmental organizational structure and directory of institutions
- Veterinary advisories, disease alerts, and vaccination schedules
- Training, capacity building, and awareness material
- Multilingual support (English and Hindi languages)
- Compliance with GIGW, WCAG accessibility standards and SEO best practices

2.2 Internal Dashboard and Scheme Monitoring System

A secure, role-based internal dashboard shall be developed for Directorate, District and Field-level officers.

The dashboard shall provide:

- Scheme-wise monitoring modules for NLM, RGM, LH&DCP, NPDD, ISS & LC and ANPPY
- Physical and financial progress tracking.
- District-wise, component-wise, and beneficiary-wise analytics
- Graphical visualizations (charts, dashboards, heat maps)
- Automated periodic reports (monthly, quarterly, annual)
- Exception reporting and alerts for delays or deviations

2.3 Online Farmer Services and Application Portal

The platform shall include a dedicated farmer-facing portal with the following features:

- 2.3.1 Online registration of farmers, SHGs, FPOs, cooperatives and entrepreneurs
- 2.3.2 Online submission of applications under departmental schemes
- 2.3.3 Document upload, verification, and workflow-based approvals
- 2.3.4 Application tracking and status updates

2.4 Commercial Livestock Activity & Entrepreneurship Module

A dedicated module shall be developed to capture and monitor commercial livestock and dairy activities, including dairy units, poultry, piggery, Goatery, hatcheries, feed units, and allied enterprises.

This module shall support:

- 2.4.1 Mapping of commercial units
- 2.4.2 Monitoring of subsidy-linked and credit-linked projects
- 2.4.3 Data support for policy planning and investment promotion

2.5 Programme / Activity-Specific MIS

Custom MIS modules shall be developed for:

- 2.5.1 Disease surveillance and vaccination programmes
- 2.5.2 Artificial insemination and breeding services
- 2.5.3 Mobile veterinary unit operations
- 2.5.4 Infrastructure development (hospitals, dispensaries, labs)
- 2.5.5 Training and extension activities

Each MIS shall include data validation, approval workflows, and audit trails.

3 Technical Architecture and Standards

- Open-source technology stack approved by NIC
- Secure backend database (PostgreSQL)
- Modular and scalable architecture
- Hosting at State Data Centre (SDC)
- Compliance with MeitY, NIC and CERT-In cybersecurity guidelines

4 Security, Compliance and Audit

- Role-based access control and authentication
- Secure coding practices
- CERT-In empanelled a third-party security audit before Go-Live

- Compliance with the IT Act 2000, IT Rules, data privacy, and cybersecurity guidelines

5 Implementation Timeline and Milestones

The project shall be implemented in a phased manner covering requirement analysis, design, development, testing, security audit, training, Go-Live and post-deployment maintenance. Post Go-Live technical maintenance and support shall be provided for a minimum period of 16 months.

6 Roles and Responsibilities

(a) AHV & DD

- Provide policy direction and approvals
- Nominate nodal officers and users
- Ensure timely provision and validation of data
- Own and operate the system post Go-Live

(b) Selected vendor

- System design, development, and deployment
- Technical maintenance and upgrades
- Security compliance and audits
- Capacity building and handholding

7 Commercials and Payment Terms

The cost of development, security audit, SSL, manpower and maintenance shall be governed by this RFP. Payments shall be released milestone-wise against satisfactory deliverables.

8 Intellectual Property Rights

The intellectual property of the technical artefacts shall be vest with AHV & DD and they shall have perpetual rights to use the system for departmental purposes.

9. Terms and Conditions:

The project shall be governed by this RFP, Government of India IT policies, and applicable laws and regulations. Any change requests shall be handled as per mutually agreed procedures.

(i) Annexure – I

Scheme-wise Dashboard Indicators (Illustrative)

The Internal Dashboard shall include, inter alia, the following Key Performance Indicators (KPIs):

A. National Livestock Mission (NLM)

- Component-wise physical targets vs achievements
- Financial allocation, releases, and utilization
- Beneficiary coverage (district-wise)
- Infrastructure and asset creation status
- Entrepreneurship projects sanctioned and operational.
- Monitoring module

B. Rashtriya Gokul Mission (RGM)

- Indigenous breed development activities
- Artificial Insemination coverage
- Bull mother farm/breeding infrastructure status
- Breed-wise productivity indicators
- Monitoring module

C. Livestock Health & Disease Control Programme (LH&DCP)

- Vaccination coverage (species-wise and district-wise)
- Disease surveillance reports
- Outbreak alerts and response timelines
- Mobile Veterinary Unit deployment statistics
- Monitoring module

D. National Programme for Dairy Development (NPDD)

- Milk production and productivity indicators
- Dairy infrastructure development status
- Farmer / cooperative coverage
- Value chain support activities
- Monitoring module

E. Integrated Sample Survey & Livestock Census (ISS & LC)

- Survey coverage and completion status

- Data validation and reporting milestones
- District-wise livestock population analytics
- Monitoring module

F. State Plan – ANPPY

- Physical and financial progress
- Beneficiary-wise assistance details
- District-wise scheme performance
- Monitoring module

(b) Annexure – II

Core Data Fields for Farmer & Commercial Livestock Modules (Indicative)

A. Farmer / Beneficiary Module

- Name, address, district, block, village
- Aadhaar / Government ID (as per norms)
- Livestock species and numbers
- Scheme applied under
- Bank account details (where applicable)
- Application status and approval history

B. Commercial Livestock / Entrepreneurship Module

- Type of enterprise (Dairy, Poultry, Piggery, Goatery, etc.)
- Scale of operation (small/medium/large)
- Investment details
- Credit linkage details
- Subsidy assistance details
- Employment generated
- Geo-tagging / location data (where feasible)

(C) Annexure – III

Phased Implementation and Roll-out Plan

Phase – I (Foundational Phase)

- CMS-based website upgrade
- Departmental directory and document repository
- Core scheme information and downloads
- Basic internal dashboards

Phase – II (Service Delivery & Monitoring Phase)

- Farmer online application portal
- Scheme-wise MIS modules
- Physical and financial monitoring dashboards
- Automated reports and analytics

Phase – III (Advanced Analytics & Integration Phase)

- Commercial livestock activity module
- GIS-based visualization (where data permits)
- Advanced analytics and decision-support tools
- Scope for future integration with national portals

(d) The vendor will be responsible for the smooth day-to-day operation and maintenance of the website. This will include timely updates based on programme requirements, incorporation of changes as and when schemes are revised, and necessary improvements to existing modules. The vendor shall also support the development, modification, and integration of new modules or features in future, as required to accommodate new schemes, official responses, or system integrations.

10. **Timeline for completion of activities:**

This timeline is indicative and will be finalised with the successful vendor post selection. The Vendor will develop the application, host and maintain the SDC and the IT Department will provide all necessary inputs and help for hosting at the State Data Centre (SDC).

Sl. No.	Description of activities	Timeline for completion of activities
(a)	Redesigning the website with full functionality and a role-based CMS	2 Weeks
(b)	For fine-tuning the website with exhaustive debugging and validating from the user end	01 Weeks

(c)	Design and development of a dynamic website, creation of a database module for online publications and social media integration as Facebook, Twitter, and YouTube.	02 Weeks
(d)	Website auditing, hosting, and training (if necessary).	02 Weeks

Minimum Eligibility Criteria:

10.1 The Vendor/Agency should be able to provide a qualified web design, building and maintenance team for undertaking this assignment. The Vendor would work closely with the Department of AHV&DD and NIC. A confirmation letter from the Agency for being able to provide the qualified team should be attached. Details of the team dedicated to the DAHV&DD project should be provided.

The minimum eligibility criteria are provided below for ready reference –

Sl. No.	Description	Document / Proof
1	The agency should give details like name, profile, etc. The agency should be registered with the Service Tax department and carry a valid PAN/GST. Proof of the same must be submitted.	- Copy of GST Registration Certificate - Copy of PAN Card - Latest GST return filed Certificate Details are to be submitted in the format given in Tech Bid: Details of the Bidder Organization
2	The agency should produce Articles of Association (in case of registered firms), Bye-laws and certificates for registration issued by the Registrar of Companies. (Please upload only relevant portions)	Certificate of incorporation issued by the Registrar of Companies, along with the Memorandum of Articles of Association

3	<p>The agency's Balance sheet has been audited by a Chartered Accountant for the last three years viz, 2022-23, 2023-24 and 2024-25. A certificate to this effect from a Chartered Accountant in original must be submitted.</p> <p>The bidder should have a positive net worth during the last three financial years (2022-23, 2023-24 and 2024-25).</p>	<p>Copy of a duly certified statement from the appointed statutory auditor.</p> <p>Details are to be submitted in the format given in Tech Bid: Financial Details of Bidder</p>
4	<p>An undertaking (self-certificate) that a central / state Government institution hasn't blacklisted the agency, and there has been no litigation with any government department on account of IT services.</p>	<p>Details are to be submitted in the format given in Tech Bid: Declaration that the bidder has not been blacklisted</p>
5	<p>An undertaking (self-certificate) that the agency has resources with domain knowledge in Web Development Governance applications. Agency need to have documentary proof of GIGW3 Compliance expertise.</p>	<p>A certificate from any of the government bodies as proof.</p>
6	<p>The bidder should have completed at-least 5 orders for website development during the past three years, i.e. 2023 – 2025, with requisite manpower for a similar scope of work.</p>	<p>Copies of purchase orders in last three financial years i.e. 2022-23, 2023-24 and 2024-25 and linked satisfactory completion certificates may be submitted as supporting documents.</p>
7	<p>The Agencies shall furnish an Earnest Money Deposit (EMD) in the form of a Demand Draft / Bankers' Cheque, from a scheduled commercial bank, drawn in favour of DAHV&DD, payable at Nirjuli</p>	<p>Details are to be submitted with the covering letter.</p>
8	<p>The Agency should hold a valid CMMi Level 3 certificate or ISO 9001-2008 certification.</p>	<p>Copy of Valid Certification.</p>

10.2 Competencies:

- a. Experience in creating and maintaining very professionally and exceptionally creatively.
- b. Excellent I.T. skills and project management skills
- c. Strong editorial team with communications skills to write clearly and compellingly in English.
- d. Ability to juggle priorities and deadlines and perform well under pressure;
- e. Ability to respond quickly to the maintenance requirement in the post-commissioning phase.
- f. Awareness of the latest smart technologies for website development.
- g. Ability to regularly maintain and update the developed website.

10.3 Essential knowledge and experience:

- a. Good information technology skills, with previous experience in website maintenance, management, editing, and/or development.
- b. Expertise with HTML and content-management systems, and latest trends and technology in website content and social media.
- c. Knowledge of the mandate and work of a government department website would be desirable.

11. Proposal:

Interested Agencies/Vendors are invited to submit their proposals for the assignment, which must include the following, as detailed subsequently in this document:

- (i) Technical Proposal and
- (ii) Financial Proposal

The original proposal (Technical Proposal and Financial Proposal) shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the firm itself. Any such corrections must be authenticated by the person or persons who sign(s) the proposals.

11.1 Technical proposal

The Agencies/Vendors are expected to provide the Technical Proposal as specified in the RFP Document. Material deficiencies in the information provided may result in the rejection of a proposal.

The Technical Proposal shall contain the following documents:

Sl. No.	Description	Document / Proof
1	Details of the agency/Vendors mentioning the name, address, Email, and mobile phone number of the bidder/authorized representative.	Details are to be submitted in the format given in Tech Bid: Details of the Bidder Organisation
2	Proof of registration with the Service Tax Department and carry a valid PAN/GST.	<ul style="list-style-type: none"> - Copy of GST Registration Certificate - Copy of PAN Card - Proof of the latest GST return filed certificate
3	The agency/Vendor should produce Articles of Association (in case of registered firms), Bye-laws and certificates for registration issued by the Registrar of Companies.	Certificate of incorporation issued by the Registrar of Companies, along with the Memorandum of Articles of Association (Please upload only relevant portions)
4	The Agency/Vendor should hold a valid CMMi Level 3 certificate or ISO 9001-2008 certification.	Copy of a valid CMMi Level 3 certificate or ISO 9001-2008 Certification
5	Proof of agency's turnover during the last three years viz, 2022-23, 2023-24 and 2024-25.	A certificate to this effect from a Chartered Accountant in the original must be submitted.
6	An undertaking (self-certificate) that a central / state Government institution hasn't blacklisted the agency/Vendor, and there has been no litigation with any government department on account of IT services.	Declaration that the bidder has not been blacklisted
7	Certificate from any of the government bodies that the agency has resources with domain knowledge in Web Development Governance applications. Agency need to have documentary proof of GIGW Compliance expertise.	A certificate from any of the government bodies as proof.

8	The bidder should have completed at-least 5 orders for website development during the past 3 years	Copies of the purchase order and linked satisfactory completion certificates may be submitted as supporting documents. One project to be completed with STQC, Cert-IN certification
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- (i) Letter of Technical Proposal Submission.
- (ii) Profile and Track Record of the Agency.
- (iii) Case studies of large brands handled, with a focus on results achieved through web design and development.
- (iv) Details of award-winning web designing and building assignment (s) handled, if any.
- (v) **Defined deliverables must be mentioned in the technical proposal with timelines.**
- (vi) Details of the team proposed to be deployed to work with the DAHV&DD, with qualifications and experience of the team members must be provided.
- (vii) An undertaking on the letterhead of the Agency/Vendor and signed by an authorized signatory, that the Agency/Vendor will undertake the assignment, in accordance with the Scope of Work detailed in the RFP document and at the cost submitted by the Agency/Vendor in the financial proposal (**the cost is not to be indicated in the undertaking**). The above undertaking submitted by the agencies would be binding on the Agency.

The Technical Proposal shall not include any financial information.

11.2 Financial Proposal

11.2.1 In preparing the Financial Proposal, Agencies/vendors are expected to consider the requirements and conditions outlined in the RFP document. The Letter of Financial Proposal should include:

11.2.1.1 Total fee, from the date of issue of the work order. For the Financial Evaluation, the total fee for the assignment will be considered. This Fee should include all costs/expenses of the Agency/vendor for undertaking work as detailed in the Scope of Work.

11.2.1.2 Break-up of costs for each of the items of work listed in the Scope of Work is to be submitted on a separate sheet of paper.

It is noted that:

- a) Taxes / GST as applicable in India will be paid as per actual, and the same are **not** required to be indicated in the financial bid.
- b) The cost quoted will be firm and fixed for the duration of performance of the contract. At no point of time will any deviation from the quoted rate be entertained by DAHV&DD.
- c) The Financial Bid shall not include any conditions attached to it, and any such conditional financial proposal shall be rejected summarily.
- d) All prices should be quoted in Indian Rupees and indicated both in figures and words. Figures in words will prevail.

12. SUBMISSION OF BIDS IN RESPONSE TO THE RFP:

- The Bid documents will be submitted in a sealed cover and shall be addressed to :
The Director
Department of AHV & Dairy Development
Govt of Arunachal
Pradesh
Nirjuli:791109
- Sealed Bids will need to be dropped in hard copy at the office of the Director (AHV&DD), Nirjuli, where there will be a closed bid box.
- Technical bids and Financial Bid in separate sealed envelopes, marked technical bids or Financial Bid, and to be put in one big envelope. The outer envelope containing the sealed Technical and Financial Proposals should be marked 'Response to RFP for Design, Development and Maintenance of Dynamic website for Department Animal Husbandry, Veterinary & Dairy Development (DAHV&DD)'
- FINANCIAL BIDS OF ONLY THOSE BIDDERS WHO MEET THE TECHNICAL CRITERIA WOULD BE OPENED.
- **The Proposal should be submitted on or before 1600 hrs on 19th March. 2026.**
- No Proposal will be accepted after the DAHV&DD submission deadline, and any proposal received after the submission closing time will be returned unopened.

13. Opening of bid

The proposals shall be opened at the Conference Hall of the Directorate of Animal Husbandry, Veterinary & Dairy Development, Nirjuli premises in the presence of the bidder or their authorized representatives who choose to attend the opening of bids. Authorized Representative with authority letter on the letterhead of bidding company/Vendors duly signed by the bidder only will be

allowed to attend the meeting of the Tender Committee to be held on **20.03.2026 at 16500 hrs**, in the conference hall, the Directorate of AHV&DD, Govt of Arunachal Pradesh, Nirjuli for the opening of bids.

14.Selection Process

14.1 The Technical Proposals will, in the first instance, be examined in the DAHV&DD to ascertain fulfilment of eligibility criteria and submission of required documents.

14.2 Presentation: Agencies/Vendors that fulfil the eligibility criteria and have submitted all required documents in their Technical Proposal will be invited to make presentations on their Technical Proposal at a date/time to be specified and conveyed by DAHV&DD. The presentation would be made by team members identified to work with DAHV&DD.

14.3 Earnest Money Deposit: Post Technical Evaluation, all technically eligible vendors are required to submit an Earnest Money Deposit (EMD) for an amount of Rs. 75,000 (Seventy-five thousand) and **for APST vendor the same is fixed at 1%**. The EMD may be submitted in the form of a Bank Guarantee from any of the public sector banks or a private sector bank authorised to conduct government business as per the format. EMD is to remain valid for a period of forty-five days beyond the date of completion of the assigned work. EMD of the unsuccessful bidders will be returned to them at the earliest after the award of the contract.

14.4 In the Second Stage, the finance/budget proposal of organizations will be compared amongst the technically qualified bidders.

14.5 The contract will be awarded to the organization based on proposal, budget, and PowerPoint presentation.

14.6 Successful Bidder will be informed of the decision, and he/she will be required to sign an agreement with the Department and provide a bank guarantee equivalent to 30% of the contract value within 3 working days from the date of offer (1% for APST Vendor).

15.Payment conditions

- a. Pre-receipted bills shall be submitted in triplicate in the name of User, A/c DAHV&DD.
- b. Payment will be made in Indian Rupees.
- c. The payment schedule will do as indicated at s1.2 (f).

- d. A sum not exceeding Rs. _____/-
(Rupees _____ only) being the 30% of the total cost, on signing of the contract and submission of Bank Guarantee/Demand Draft/Fixed Deposit Receipt (FDR) for an equivalent amount.
- e. The applicable Service Tax on the whole sum shall be payable along with the third instalment of 30%.
- f. Full and final payment would be processed against following document (i) Proof of satisfactory completion of work, by the Project head of DAHV&DD
(ii) Submission of Security Audit Clearance Certificate from CERT-In empanelled agencies and
(iii) GIGW compliance certificate by STQC as determined by DAHV&DD.
- g. Payments shall be subject to deductions of any amount for which the Vendor is liable as per the penalty clause of this tender document. Further, all payments shall be made subject to deduction of TDS (Tax Deduction at Source) as per the Income Tax Act,1961 and any other taxes.
- h. The vendor shall also submit a staggered bank guarantee equal to 10% (Ten per cent) of the Order value towards warranty maintenance of the website, valid for one year, from the date of acceptance of the assigned project drawn in the name of “Department Animal Husbandry, Veterinary & Dairy Development, Govt of Arunachal Pradesh, Nirjuli”.

16. General Terms and Conditions

- (i) To ensure that websites comply with the ‘Guidelines for Indian Government Websites (GIGW)’ <http://guidelines.gov.in/> in full.
- (ii) Ensure that the website is security audited by a CERT-IN empanelled agency/Vendor.
- (iii) Identify and execute training requirements along with the preparation of the User Manual.
- (iv) Mere submission of EoI, shall not confer any right whatsoever on the submitting entity.

- (v) The EOI shall remain valid for a period of 6 months from the date of publication of EOI.
- (vi) It shall be obligatory on part of the submitting entity to furnish any further information as may be sought by DAHV&DD.
- (vii) Every page of EOI must be self-attested by the bidder.
- (viii) Neither the issue of this invitation for EOI nor any part of its contents is to be taken as any form of commitment or acknowledgement on the part of DAHV&DD to proceed with any EOI or any entity, and DAHV&DD reserves the right to annul or terminate the process or reject any EOI at any time or stage without assigning any reason.
- (ix) It may please be noted that no EMD or tender fee is to be submitted at the stage of online submission of the proposal. EMD of Rs. 75000/- to be submitted after Technical Evaluation as per para 8.3.
- (x) Incomplete proposals are liable to be rejected.
- (xi) If the service provider does not deliver the work to the satisfaction of the Customer within the stipulated time (as per para 03), a penalty of Rs. 5,000/- per calendar week shall be imposed on the service provider. An additional penalty of Rs. 10,000/- per calendar day shall be imposed on the service provider if the work is not completed within an additional period of two weeks, i.e., after applying the penalty of Rs. 5,000/- per week.

11.3.1 This RFP is not an agreement and is neither an offer nor an invitation by DAHV&DD to the prospective Bidders or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in preparing their proposal pursuant to this RFP (the "**Bid**"). This RFP includes statements that reflect various assumptions and assessments made by DAHV&DD regarding the Project. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RFP may not be appropriate for all persons, and it is not possible for DAHV&DD, its employees, to consider the investment objectives, financial situation and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements, and information contained in this RFP may not be complete, accurate, adequate, or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements, and information contained in this RFP and obtain independent advice from appropriate sources. DAHV&DD may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP.

The issue of this RFP does not imply that DAHV&DD is bound to select a Bidder or to appoint the Selected Bidder for the Project, and DAHV&DD reserves the right to reject all or any of the Bidders or Bids without assigning any reason whatsoever.

Further, all information/data/reports/pitches/data or other material submitted to DAHV&DD under this Tender/RFP/RFQ by the Applicant shall become the property of DAHV&DD. The Applicant hereby agrees that they shall not have any right, claim, authority whatsoever over the submitted information/reports/pitches/data or other material to DAHV&DD. The Applicant further agrees and undertakes that DAHV&DD may use the aforesaid information/data/reports/pitches/data or other material at its sole discretion, and the Applicant shall not have any objection whatsoever in DAHV&DD using the same.

**Government of Arunachal Pradesh
Department of Animal Husbandry, Veterinary & Dairy Development
Nirjuli**

Important Dates

In respect of the RFP for Design, Development and Maintenance of a Dynamic Website for DAHV&DD

Tender Reference No.	DAHVDD/3/2026
Name of Organization	Department of Animal Husbandry, Veterinary & Dairy Development (DAHV&DD)

	Date	Time
Date of Publishing	10.03.2026	(1500 hrs)
Bid Document download start date	10.03.2026	(1600 hrs)
Bid Submission start date	11.03.2026	(1600 hrs)
Bid Submission end date	19.03.2026	(1600 hrs)
Date of opening of EOI	20.03.2026	(1630 hrs)

AUTHORIZATION LETTER

To

Director
Department of Animal Husbandry,
Vety & Dairy Development.
Govt of Arunachal Pradesh
Nirjuli:791109

Subject: Proposal for Design, Development and Maintenance of a Dynamic Website for the Department of Animal Husbandry, Veterinary & Dairy Development (DAHV&DD)

Sir,

We, the undersigned vendor, having read and examined in detail the Specifications and all the bidding documents, do propose to provide the Services as specified in the bidding document no.

.....

2. All the prices mentioned in our proposal are in accordance with the terms as specified in the bidding documents.
3. All the prices and other terms and conditions of this proposal are valid for a period of 120 calendar days from the date of opening of the Bids.
4. We do hereby confirm that our Bid prices include all taxes, levies etc.
5. We have carefully read and understood the terms and conditions of the contract applicable to the tender, and we do hereby undertake Services as per these terms and conditions.
6. We declare that our prices are as per the technical specifications and bid documents. These prices are indicated in Annexure(s) attached to our proposal as part of the commercial bid.
7. We do hereby undertake that, in the event of acceptance of our bid, the Services shall be completed as stipulated in the tender document.
8. We enclose herewith the complete Technical Bid as required by you. This includes:
 - Authorizations Letter (Annexure I)

- Vendor Information (Annexure II)
- Vendor's –Detailed Experience (Annexure III-A)
- Experience Summary – (Annexure III-B)
- Technical bid and financial bid
- Sample Website & technical document to be submitted at the time of tender

Certified that we are:

A sole proprietorship firm and the person signing the tender is the sole proprietor/constituted attorney of the sole proprietor.

Or

A partnership firm, and the person signing the tender is a partner of the firm, and he has the authority to refer to arbitration disputes concerning the business of the partnership by virtue of the partnership agreement or a general power of attorney.

Or

The company and the person signing the tender is the constituted attorney.

(NOTE: Delete whatever is not applicable. All corrections /deletions should invariably be duly attested by the person authorized to sign between us.)

10. We do hereby undertake that until a contract is prepared and executed, this bid, together with your written acceptance thereof, the tender document and placement of a letter of intent awarding the contract, shall constitute a binding contract between us.

Signature of vendor representative

Details of enclosures:

Name of Vendor:

Full Address:

Telephone No.:

VENDOR PARTICULARS

S.	Item		
1	Company Name		
2	Year Established (Copy of Reg. Re Certificate attach)		
3	Corporate & Head Office:	Address Telep hone: Fax No. : websi te Email Address: Mobile No.	
4	Delhi Office: Contact Address	Address Telepho ne: Fax No. : Email Address	
5	Contact Person	Name Design ation Mobile Email Address:	
6	Service Tax , GST and PAN details :	Service Tax No: (Attach self-attested copy of GST/Service Tax Registration Certificate) GST No. :..... (Attach self-attested copy of GST/Sales Tax certificate) PAN No. (Attach self-attested copy of PAN Card)	
7	Financial Turnover Information	Year	Amount in Core Rs
		2022-23	
		2023-24	
		2024-25	
		(Copy of Turnover Certificate for the financial years 2022-23, 2023-24 and 2024-25, duly certified by Chattered Accountant Attached as	

VENDOR'S EXPERIENCE

Sl. No	Item	Details
1.	Name of the project (Also specify the name of the website /portal /web application AND URL of the website/portal/Web application)	
2.	Client Details	
3.	Name, Title & Address of the Client who can be contacted	
4.	Project Duration	
5.	Start Date & End Date	
6.	Scope of work	
7.	Relevant work domain	
8.	Software Tools & Technology used	
9.	Total Efforts in Man-months	
10.	Contract Value (In Lakhs)	

**** Attach LOI/Work Order/ Contract copy (Mandatory)**

Letter from the Client for satisfactory completion of the project / Appreciation letter from Client / CERT-in Certificate/ STQC Certification would be given additional weightage

Annexure III B:

Annexure IV: Experience Summary

SL	Project Name	Client Name	Start & End Date	Activities Relevant to the Scope	Contract Value (INR)	Efforts in Man Months
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						

Technical bid

Sl. No.	Description for Document / Proof to be submitted with Tech bid	Page No. Of tech bid
(i)	Letter of Technical Proposal Submission.	
(ii)	Details of the agency as per the given format	
	<p>a) Profile and Track Record of the Agency.</p> <p>b) Case studies of large brands handled, with focus on results achieved through web design and development.</p> <p>c) Detail of award-winning web designing and building assignment (s) handled, if any.</p>	
(iii)	Proof of registration with the Service Tax department and carry a valid PAN/GST.	
(iv)	Certificate of incorporation issued by the Registrar of Companies along with Memorandum of Articles of Association	
(v)	Copy of a valid CMMi Level 3 certificate or ISO 9001-2008 certification	
(vi)	Proof of agency's turnover during the last three years viz, 2022- 23, 2023-24 and 2024-25.A certificate to this effect from a Chartered Accountant in original must be submitted.	
(vii)	An undertaking (self-certificate) that a central / state Government institution hasn't blacklisted the agency, and there has been no litigation with any government department on account of IT services.	
(viii)	Certificate from any government body confirming that the agency has resources and domain knowledge in Web Development Governance applications. Agency need to have documentary proof of GIGW Compliance expertise.	
(ix)	Copies of purchase orders in the last three financial years, i.e. 2022- 23, 2023-24 and 2024-25 and linked satisfactory completion certificates may be submitted as supporting documents.	
(x)	Proof, Citation/certificate of participation and Web Link of at least 1 quiz development/quiz programme in the public domain which was covered nationally.	

(xi)	Defined deliverables with timelines.	
(xii)	Details of the team proposed to be deployed to work with the DAHV&DD, with qualifications and experience of the team members must be provided	
(xiii)	An undertaking on the letterhead of the Agency and signed by an authorized signatory, stating that the Agency will undertake the assignment, in accordance with the Scope of Work detailed in the RFP document and at the cost submitted by the Agency in the financial proposal (the cost is not to be indicated in the undertaking). The above undertaking submitted by the agencies would be binding on the Agency.	
(xiv)	Details of the team dedicated to the DAHV&DD project should be provided.	

EMD / PERFORMANCE SECURITY FORM
(Sample Format - TO BE EXECUTED ON A NON-JUDICIAL STAMPED PAPER)

To: **Department of Animal Husbandry, Veterinary & Dairy Development,**
Govt of Arunachal Pradesh, Nirjuli

WHEREAS (Name of Vendor)
(hereinafter called the 'the Vendor') has undertaken, in pursuance of Request for Proposal (RFP) No. DAHVDD/3/2026 dated....., **2026** for the “for Design, Development and Maintenance of Dynamic Website for Department of Animal Husbandry, Veterinary & Dairy Development (DAHV&DD) (herein after called the ‘RFP’).

AND WHEREAS, it has been stipulated by you in the said RFP that the Vendor shall furnish you with a Bank Guarantee from a commercial Bank for the sum specified therein, as security for compliance with the Vendor’s performance obligations in accordance with the RFP.

AND WHEREAS we -----Bank having its registered office at-----
and inter alia, a branch office situated at-----
have agreed to give a performance guarantee in lieu of EMD of Rs. ----- (Rs-----only)
on behalf of the Vendor.

We _____ **Bank** further undertake not to revoke and make ineffective the guarantee during it’s currency except with the previous consent of the buyer in writing.

We ----Bank do hereby unconditionally and irrevocably undertake to pay to DAHV&DD without any demur or protest, merely on demand from, an amount not exceeding Rs. ----- (----- only) by reason of any breach of the terms of the RFP dated ----- by the vendor. We hereby agree that the decision of the DAHV&DD regarding breach of the terms of the RFP shall be final, conclusive and binding

WE do hereby guarantee and undertake to pay forthwith on demand to DAHV&DD a sum not exceeding Rs...../- (Rupees only) (amount of the Guarantee in words and figures) and we undertake to pay you upon your first written demand declaring the Vendor to be in default under the RFP and without cavil or argument, a n y sum or sums within the limit of Rs.../- (Rupees..... only) (Amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

Our obligation to make payment under this Guarantee shall be primary, independent and absolute and we shall not be entitled to delay or withhold payment for any reason. Our obligations hereunder shall not be affected by any act, omission, matter or thing which but for this provision might operate to release or otherwise exonerate us from our obligations hereunder in whole or in part, including whether known to us or you:

- (i) any time or waiver granted to the vendor;
the taking, variation, compromise, renewal or release of or refusal or neglect to perfect or enforce any rights, remedies, or securities against the vendor;
- (ii) any Variation of or amendment to the RFP or any other document or security so that references to the Contract in this Guarantee shall include each such Variation and amendment;
- (iii) any unenforceability, invalidity, or frustration of any obligation of the VENDOR or any other person under the RFP or any other document or security waiver by you of any of the terms, provisions, conditions, obligations under the RFP or any failure to make demand upon or take action against the VENDOR;
- (iv) any other fact, circumstance, provision of statute or rule of law which might, were our liability to be secondary rather than primary, entitle us to be released in whole or in part from our undertaking; and
- (v) any change in the constitution of the vendor;
- (vi) any petition for the winding up of the VENDOR has been admitted, and a liquidator or provisional liquidator has been appointed or an order of bankruptcy or an order for the winding up or dissolution of the vendor has been made by a Court of competent jurisdiction;

This guarantee is valid until the day of <validity date>, and a claim in writing is required to be presented to us within one month from <validity date> i.e. on or before <claim period>, failing which all your rights will be forfeited and we shall be relieved of and discharged from all our liabilities mentioned hereinabove.

Signature and Seal of Guarantors (Vendor's Bank)

.....

.....Date.....

.....

Address

.....

SUBMISSION OF BIDS IN RESPONSE TO THE RFP:

Sealed Bids must be dropped off in hard copy at the DAHV&DD office, where there will be a closed bid box. No bid will be accepted after 1700 Hrs. of 11.03 2026.

The Bid documents will be submitted in a sealed cover and shall be opened in front of the selected bidders on the prescribed date and at the prescribed time and criteria.

How to apply

Technical bids and Financial Bid in separate sealed envelopes, marked technical bids or Financial Bid, and to be put in one big envelope. The outer envelope containing the sealed Technical and Financial Proposals should be marked 'Response to RFP for Design, Development and Maintenance of Dynamic website for Department of Animal Husbandry, Veterinary & Dairy Development (DAHV&DD)''

**FINANCIAL BIDS OF ONLY THOSE BIDDERS WHO MEET THE TECHNICAL CRITERIA
WOULD BE OPENED.**

Director, Department of Animal Husbandry, Veterinary & Dairy Development,
Govt of Arunachal Pradesh, Nirjuli - 791109

The Proposal should be submitted on or before 1700 hours on 19th March, 2026.

No Proposal will be accepted after the DAHV&DD submission deadline, and any proposal received after the submission closing time will be returned unopened.

*****End*****