

Request for Proposal (RFP)

Transaction Advisory Services: Saras Gallery & E-Commerce Management

Issue Date: 19 December 2025

Issued by: ACCESS Development Services (ACCESS)

ACCESS Development Services is a national livelihoods promotion organization with a focus on incubating innovations and developing sustainable models for livelihoods promotion of the poor. To this end, ACCESS is structured uniquely to work at all levels of the value chain – implementing programmes on the ground (Tier I), working with Civil Society Organizations, Government Departments, Corporate sector, and Multilateral / Bilateral Agencies (Tier II) as also undertaking national initiatives to influence and support policy initiatives and strengthening the enabling environment (Tier III). ACCESS, with its head office in New Delhi has a pan-India presence having state offices in 9 states and 26 project offices. More at www.accessdev.org

1. Context & Objective

ACCESS is seeking a professional Transaction Advisor to facilitate the selection of a Concessionaire / Private Entity. The goal is to optimize the operations, sales, and marketing management of the Saras Gallery and the e-SARAS E-Commerce portal, ensuring a sustainable, SHG-centric business model.

2. Scope of Services

The Advisor will provide end-to-end strategic and process support, including:

- **Diagnostic & Feasibility:** Comprehensive assessment of the current ecosystem and recommendation of an optimal Public-Private Partnership (PPP) or management model.
- **Structuring:** Designing a robust transaction framework that protects Self-Help Group (SHG) interests while ensuring commercial viability.
- **Bid Management:** Drafting all procurement documents and managing a transparent, competitive selection process.
- **Closing:** Supporting negotiations and ensuring a smooth transition to the private partner.

3. Key Deliverables & Milestones

The engagement is structured around the following high-impact outputs:

- **Inception Report & Diagnostic Note:** Detailed project roadmap and current-state assessment.
- **Pre-Feasibility Report:** Market analysis and recommendation of the engagement model.
- **Transaction Structuring & Strategy Report:** Finalized risk-allocation and KPI framework.
- **Bid Suite (RFQ/RFP):** Full set of commercial and contractual tender documents.
- **Bid Evaluation Reports:** Technical and financial scoring of proponents.
- **Negotiation Notes & Transition Note:** Final onboarding documentation and handover strategy.

Milestone	Performance Trigger	Payment %
Milestone 1	Acceptance of the Pre-Feasibility Report	20%
Milestone 2	Formal Release of the RFP	40%
Milestone 3	Onboarding of the selected Concessionaire	40%

4. Submission Requirements

Interested entities are required to submit a detailed proposal (financial and technical) comprising an organizational profile outlining their legal status, background, and core competencies; a description of relevant experience in similar assignments; a proposed approach and methodology; details of the proposed team and key personnel; and an indicative financial proposal or commercial model.

5. Evaluation and Selection Process

Proposals received in response to this RFP will be evaluated by ACCESS using a defined selection methodology based on technical competence, relevant experience, quality of the proposed approach, organizational and team capacity, and financial considerations.

6. Timeline

The last date for submission of proposals shall be 19 January 2026. Evaluation, shortlisting of proposals, with the final selection and award will be completed by 31 January 2026.

7. Terms and Conditions

ACCESS Development Services reserves the right to accept or reject any or all proposals without assigning any reason and to modify, amend, or cancel the RFP process at any stage. Submission of a proposal shall not confer any right on the bidder to be selected or awarded the assignment. The selected entity shall be required to enter into a formal contract with ACCESS under mutually agreed terms and conditions.

8. Disclaimer

This Request for Proposal is issued solely for the purpose of identifying a suitable private entity for the proposed engagement and does not constitute an offer, commitment, or guarantee of award. ACCESS Development Services shall not be liable for any costs or expenses incurred by bidders in the preparation or submission of proposals. Participation in the RFP process is at the sole risk of the bidder.

Contact:

ACCESS Development Services
22, Hauz Khas Village, Ground Floor, New Delhi – 16
info@accessdev.org