TENDER VENDOR MANUAL

A step-by-step guide to creating a vendor account, applying for tenders, completing final submission, and accessing an award letter and EMD process through the MRFO Tender Portal.

Official links

Website: www.mrfo.in
Tenders: mrfo.in/tenders
Tender Portal Login: mrfo.in/tender/vendor/login
Create Vendor Account: mrfo.in/tender/vendor/register
Vendor Dashboard: mrfo.in/tender/vendor/dashboard

IN THIS GUIDE

01	View tenders and access the Tender Portal
02	Register a vendor account and verify your email
03	Explore the Vendor Dashboard
04	Apply for an available tender
05	Preview, pay the application fee and upload declaration
06	Final submission and application review
07	Award letter, EMD payment and work order

Follow the steps in order and keep copies of your application, payment receipt and submitted declaration for your records.

01 • GETTING STARTED

View tenders and create your vendor account

Start by reviewing the available tenders on the MRFO website. You need a vendor account to apply through the Tender Portal.

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Step 1 — Open the Tenders page

Visit https://mrfo.in/tenders to view the tenders listed by MRFO. Open the tender you are interested in and read the available tender details and instructions.

2

Step 2 — Click Tender Portal Login

On the Tenders page, click the Tender Portal Login button. You will be taken to the Tender Vendor Login page.

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Step 3 — If you already have an account

Enter your registered email address and password, then log in to your vendor account.

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Step 4 — New vendor? Create an account

On the login page, click Create Vendor Account. You will be redirected to the Vendor Registration page.

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Step 5 — Complete vendor registration

Fill in all the details requested on the registration page. Review every field for accuracy, then click Create Vendor Account. After successful account creation, you will be redirected to the Tender Portal Dashboard.

Registration tip

Use a working email address that you can access. You will need to visit your profile to complete email verification before applying for a tender.

02 • PORTAL ACCESS

Verify your email and understand the dashboard

After creating your vendor account, open the Vendor Dashboard and complete your profile before starting an application.

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Step 6 — Open the Vendor Dashboard

After registration, you should be redirected to the dashboard. You can also open the Tender Vendor Dashboard after logging in.

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Step 7 — Open My Profile and verify your email

Go to My Profile and complete the email verification process shown there. Finish verification before you begin applying for a tender.

Main sections in the Vendor Portal

Available Tenders Browse tenders open for vendor applications.	**My Application** View tenders you have applied for and their available status/details.
My Payment Access payment-related records available in the portal.	**Award Tender** View awarded tender information and award letter when available.
My Profile Manage vendor details and complete email verification.	

Before applying

Confirm your email is verified and review the tender details, required documents and application instructions on the relevant tender page.

03 • TENDER APPLICATION

Apply for an available tender

Once your profile is ready, you can begin an application for a tender that is available for applications.

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Step 8 — Open Available Tenders

Go to Available Tenders or open the Available Tenders page.

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Step 9 — Choose a tender and click Apply

Select the tender you want to apply for and click Apply. Make sure it is the correct tender.

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Step 10 — Fill in the basic details

Complete all basic details requested in the tender application form. Check your entries before moving forward.

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Step 11 — Upload required documents

Upload the documents required for that tender. Ensure each file is readable, correct and attached to the matching field. Follow any file type or size instructions shown in the portal.

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Step 12 — Add technical proposal details

Complete the technical proposal section with the details requested for the tender. Review the information before previewing.

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Step 13 — Click Preview

Click Preview to review the information and documents you have entered.

Review carefully

Check names, contact details, tender selection, technical proposal entries and uploaded documents. Errors may delay review or affect your application.

04 • REVIEW AND APPLICATION FEE

Correct details, pay the fee and complete the declaration

Use the preview to make sure the application is accurate before proceeding to payment.

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Step 14 — Review the preview

Carefully check all displayed application details and documents. If something needs correction, click Edit to return to the relevant page and update the information.

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Step 15 — Update and preview again

After making changes, click Update & Preview. Review the updated information again. If everything is correct, continue to pay the tender application fee.

16

Step 16 — Pay the tender application fee

Pay the application fee shown by the portal using an available payment option. Wait for the payment result and avoid repeating a transaction while it is processing.

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Step 17 — Download the declaration PDF

After successful payment, you will be redirected to the declaration page. Download the declaration PDF provided there.

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Step 18 — Complete, sign, stamp and upload

Fill in the declaration as required. Add the required signature and stamp, scan the completed document, and upload the scanned copy on the declaration page.

Payment reminder

Keep the application fee payment confirmation or receipt for your records. The declaration step must also be completed before final submission.

05 • FINAL SUBMISSION

Submit your application to MRFO

After uploading the completed declaration, complete the final submission step.

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Step 19 — Open Final Submission

Proceed to the final submission page and review the information shown there. Confirm that your declaration has been uploaded successfully.

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Step 20 — Accept the checkbox and click Final Submit

Read the declaration/confirmation text displayed on the page. Tick the required checkbox and click Final Submit to submit your tender application.

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Step 21 — Check your confirmation email

After successful submission, you will receive a confirmation email on your registered email address stating that your application has been submitted. Keep this email for your records.

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Step 22 — Find your application in My Application

Open My Application in the Vendor Portal to view the tender you applied for and check the status/details made available there.

Final submission check

Your application is submitted only after you complete the final page and click Final Submit. Paying the application fee alone is not the final submission.

06 • AFTER APPLICATION

Application review, award letter, EMD and work order

After final submission, monitor your Vendor Portal and registered email for updates from MRFO.

23 **Step 23 — Wait for MRFO review**

The MRFO team will review your application and update the status to Approved or Rejected. Check My Application and your registered email for updates.

24 **Step 24 — If approved, open Award Tender**

If your tender application is approved and an award is issued, open the Award Tender section to access the award information and download the award letter when available.

25 **Step 25 — Pay the EMD amount**

Follow the instructions provided for the awarded tender and pay the specified EMD amount through the available portal payment process. Verify the amount and tender details before paying.

26 **Step 26 — Receive payment confirmation**

After successful EMD payment, you will receive a confirmation email on your registered email address. Save the email and payment receipt for your records.

27 **Step 27 — Work order and MRFO partnership**

After the required steps are completed, the MRFO team will issue the work order. Once the work order is issued, you can proceed as an official MRFO partner according to the tender terms and instructions.

Vendor final checklist

✓	Reviewed the tender details on the MRFO website.
✓	Created my vendor account and verified my email in My Profile.
✓	Completed basic details, required documents and technical proposal.
✓	Reviewed the preview and corrected any errors using Edit / Update & Preview.
✓	Paid the application fee and saved the payment receipt.
✓	Completed, signed and stamped the declaration PDF, then uploaded its scanned copy.
✓	Ticked the checkbox and clicked Final Submit.
✓	Received the application submission confirmation email.
✓	Checked My Application for status and Award Tender for award updates.
✓	If awarded, paid the EMD amount and saved its confirmation.

Need help?

Visit the official MRFO website at www.mrfo.in and use the available Contact / Help options. Never share your password or OTP with anyone.

MRFO • Medical Research Fellowship Organisation

Tender Vendor Manual | Follow the tender-specific terms, deadlines and instructions published on the official MRFO website.