MEDICAL RESEARCH FELLOWSHIP ORGANISATION

REQUEST FOR PROPOSAL (RFP)

PAN-INDIA AUTHORISED LEARNING & TRAINING CENTRES

Empanelment • Onboarding • Batch Activation • Academic Support

RFP Reference No.	MRFO/RFP/2026/001
RFP Issue Date	12 October 2026
Online Registration Start	21 October 2026
Online Registration Closing Date	30 November 2026
Geographical Scope	Pan India
Organisation	Medical Research Fellowship Organisation (MRFO), New Delhi
Website	mrfo.in
Email / Helpline	info@mrfo.in / 7480045472

MRFO invites applications from eligible organisations to establish authorised learning and training centres anywhere in India for its online professional fellowship programmes.

Partners will be responsible for infrastructure readiness, learner mobilisation, course-wise successful online enrolment, local academic facilitation, attendance/compliance support and batch operations. MRFO will provide the approved online academic framework and placement support for completed batches as per applicable norms.

Student fee: All listed courses are tuition-free. Students shall pay only ₹2,100 refundable security money, subject to MRFO's applicable refund conditions.

MRFO's Prospectus describes the fellowship portfolio as one-year professional programmes with expert-led sessions, practical assignments, case-based learning, assessments and capstone/project work.

1. RFP Background & Objective

MRFO's fellowship portfolio covers Medical, Artificial Intelligence, Data Science, Digital Health, clinical research and related technology domains. The Prospectus lists 12 one-year programmes and their programme codes.

The objective of this RFP is to create a professionally managed Pan-India network of authorised partner centres capable of supporting online delivery through physical infrastructure, digital learning facilities, computer/practical labs, biometric attendance, CCTV surveillance and learner support.

The engagement is structured as an Authorised Centre / Partner Empanelment model. Centre approval, learner verification, batch activation and commercial settlement will be controlled through MRFO's prescribed digital process.

2. Programme Portfolio & Commercial Hours

The MRFO Prospectus contains 12 fellowship programmes. For this RFP, each approved course is treated on a commercial basis of 1,240 learner-hours.

No.	Programme Code	Fellowship Programme	Hours	Payout @ ₹62/hr
01	MRFO-AIH-01	Fellowship in Artificial Intelligence in Healthcare	1,240	₹76,880
02	MRFO-MDS-02	Fellowship in Medical Data Science & Healthcare Analytics	1,240	₹76,880
03	MRFO-AMI-03	Fellowship in AI-Based Medical Imaging & Diagnostics	1,240	₹76,880
04	MRFO-CID-04	Fellowship in Clinical Informatics & Digital Health	1,240	₹76,880
05	MRFO-GAI-05	Fellowship in Generative AI & Large Language Models in Healthcare	1,240	₹76,880
06	MRFO-BGA-06	Fellowship in Bioinformatics, Genomics & AI	1,240	₹76,880
07	MRFO-RAD-07	Fellowship in AI in Radiology & Medical Imaging	1,240	₹76,880
08	MRFO-CRT-08	Fellowship in AI in Clinical Research & Clinical Trials	1,240	₹76,880
09	MRFO-PAT-09	Fellowship in AI in Pathology & Digital Pathology	1,240	₹76,880
10	MRFO-IOT-10	Fellowship in Healthcare AI, IoT & Remote Patient Monitoring	1,240	₹76,880
11	MRFO-PHD-11	Fellowship in Public Health Data Science & Epidemiology	1,240	₹76,880
12	MRFO-DDP-12	Fellowship in AI-Based Drug Discovery & Precision Medicine	1,240	₹76,880

Commercial basis: 1,240 hours × ₹62 per learner-hour = ₹76,880 per verified learner per approved course.

3. Scope of Partner Responsibilities

- Establish and maintain an approved centre anywhere in India.
- Maintain classroom, computer/digital learning infrastructure and programme-specific practical/lab facilities.
- Mobilise eligible students/learners for MRFO programmes.
- Ensure course-wise successful online enrolment of students through the MRFO-approved digital system.
- Assist learners with documentation, onboarding, attendance and academic participation.
- Operate multiple/parallel batches according to actual approved intake capacity and available compliant infrastructure.
- Maintain biometric attendance, CCTV, learner records and compliance evidence.
- Provide a Centre Coordinator and required technical/lab support.
- Support MRFO assessments, examinations, project/capstone activities, inspections and audits.
- Follow MRFO-approved branding, fee, admission, communication and academic policies.

4. Student Fee & Security Money Policy

All fellowship courses are FREE for students. No partner may charge tuition/course fees unless expressly authorised by MRFO.

- Student tuition/course fee: ₹0.
- Student security money: ₹2,100 only, payable through the prescribed MRFO/digital process.
- The ₹2,100 security money is refundable after successful course completion, subject to MRFO's applicable refund conditions.
- Partner shall not collect any unauthorised amount from students.
- Unauthorised collection or misleading admission practices may lead to suspension/termination and other action under the partner agreement.

5. Mandatory Infrastructure Requirements

5.1 Classroom Capacity

Minimum usable classroom area: 10 sq. ft. per student. Batch capacity will be approved on the basis of verified usable classroom area and overall infrastructure. Example: 500 sq. ft. usable classroom = up to 50 students, subject to MRFO approval and other requirements.

5.2 Digital Learning Infrastructure

- Digital board / interactive flat panel / projector with screen.
- Computers/laptops adequate for approved programme(s) and practical/project work.
- Reliable broadband internet with sufficient bandwidth for live online classes, LMS access, assessments and data transfer.
- Secondary internet connection strongly recommended for continuity.
- Secure Wi-Fi/LAN, router/switching infrastructure and network security.
- Web camera, microphone, speakers/headsets and audio system.
- Required software, browsers, productivity tools, programme-specific applications and endpoint security.
- UPS/inverter/generator or equivalent power backup.
- Dedicated device/display for MRFO online sessions, LMS and announcements.

5.3 Biometric Attendance – Mandatory

- Biometric device/system compatible with MRFO's approved attendance process.
- Digital learner identity mapping and daily attendance capture.
- Attendance records must remain available for MRFO verification/audit.

5.4 CCTV – Mandatory

- CCTV coverage of classroom, practical/lab area, entrance/reception and critical operational areas, subject to privacy laws.
- Date/time-stamped recording with adequate retention as prescribed by MRFO.
- CCTV must operate during academic activities and assessments.
- No CCTV in toilets/changing rooms or private areas.

5.5 General Facilities

- Proper desks/chairs, lighting, ventilation, cleanliness and safe drinking water.
- Clean washrooms and basic first-aid arrangement.
- Fire extinguishers and required safety measures.
- Reasonable accessibility for learners with disabilities.
- MRFO-approved centre signage/branding.

6. Programme-Specific Lab & Practical Readiness

MRFO may prescribe additional programme-specific infrastructure before activation where required by the academic design of a programme.

Programme Area	Indicative Capability / Lab Readiness
AI / Data Science / GenAI	Computer lab, Python/analytics environment, adequate RAM/storage, internet and practical workstations.
Medical Imaging / Radiology AI	Image-processing workstations and sample/de-identified digital imaging datasets; PACS/DICOM learning environment where required.
Clinical Informatics / Digital Health	Computer lab, EHR/EMR demonstration environment and digital workflow simulation.
Bioinformatics / Genomics / Drug Discovery	Computer lab, Python/bioinformatics software, public/sample datasets and suitable computational resources.
Digital Pathology	Digital microscopy/image-analysis demonstration or approved simulation resources and image-processing workstations.
Healthcare IoT / Remote Monitoring	IoT/sensor/wearable demonstration kits or approved simulation environment and data connectivity.
Clinical Research / Public Health	Computer lab, statistics/data-analysis tools, sample datasets and dashboard/project workspace.

7. Batch Approval & Parallel Batch Operations

• No centre shall start an MRFO batch without prior digital batch approval/activation.

• Batch capacity will be determined from verified classroom area, at a minimum of 10 sq. ft. per student, along with safety, seating, internet, computer/lab and programme requirements.

• Partners may operate multiple/parallel batches at the same centre according to their actual intake capacity and availability of compliant infrastructure.

• Each additional/parallel batch must be digitally approved and mapped to the centre's verified capacity.

• MRFO may reduce, suspend or revise batch capacity where infrastructure or compliance is inadequate.

• Only approved and successfully digitally enrolled learners will be counted for academic and commercial purposes.

8. Partner Onboarding – Fully Digital Process

The onboarding process is fully digital and shall be completed in the following sequence:

Step	Stage	Process
1	Online Registration	Submit initial digital registration/application and organisation details.
2	Registration Fee	Pay ₹5,000 through the prescribed digital payment process.
3	Letter of Award	After successful registration/initial acceptance and payment, MRFO issues the Letter of Award (LoA) as applicable.
4	EMD	After receipt of LoA, submit ₹2,00,000 EMD through the prescribed mode.
5	Partner Login	MRFO activates/provides the designated partner login.
6	Download PDF Forms	Required onboarding/partner forms are made available in PDF format inside the partner login.
7	Fill & Upload	Download, properly fill, sign/stamp where required, scan and upload the completed forms through the partner login. Upload is mandatory.
8	Document Verification	MRFO verifies legal, financial, premises, infrastructure and submitted forms.
9	Centre Inspection	Physical/video/digital inspection may verify classroom, lab, biometric, CCTV and digital infrastructure.
10	Final Onboarding	After successful verification, the centre is digitally onboarded/authorised and programme/batch activation may begin.

9. Partner Mobilisation & Online Enrolment Responsibility

Student mobilisation and successful course-wise online enrolment are core responsibilities of the partner. MRFO will provide the approved programme framework and online academic mechanism; the partner must actively identify, counsel and mobilise eligible learners.

• Conduct local/online outreach for eligible learners within MRFO-approved guidelines.

• Clearly inform students that tuition is free and only ₹2,100 refundable security money is payable through the prescribed process.

• Ensure each learner is enrolled in the correct course and completes the online registration successfully.

• Assist with required documents, identity/eligibility verification and digital onboarding.

• Support attendance, online classes, assessments, project work and certification processes.

• Do not use misleading claims about employment, government recognition, medical licence or guaranteed placement.

10. Commercial Terms & Payout

Particular	Commercial Term
Course tuition for student	₹0 / FREE
Student security money	₹2,100 refundable after successful course completion, subject to conditions
Partner registration fee	₹5,000
EMD	₹2,00,000
Course-hour basis	1,240 hours per course
Payout rate	₹62 per verified learner-hour
Indicative total payout	₹76,880 per verified learner per complete course
Parallel batches	Permitted subject to approved intake/infrastructure capacity

10.1 Payout Milestone Schedule

Milestone	Release	Trigger / Condition
1st Installment	30% = ₹23,064	After batch approval/activation and applicable initial verification.
2nd Installment	40% = ₹30,752	After batch completion, subject to attendance and academic verification.
3rd Installment	30% = ₹23,064	After successful certification and applicable certification formalities.
Total	100% = ₹76,880	1,240 hours × ₹62, subject to verification and applicable deductions/taxes.

Placement: MRFO will undertake placement support for completed batches as per applicable MRFO norms, eligibility, employer requirements, availability and placement policies. Partners shall not represent placement as an unconditional guaranteed job.

11. Payment Verification & Settlement

• Payout is linked to approved digital batches, verified learner enrolment, attendance/academic records, batch completion and certification milestones.

• MRFO may reconcile biometric attendance, digital attendance, LMS/online participation, assessment and certification records before each instalment.

• Duplicate, inactive, ineligible, unauthorised or materially non-compliant learners/batches may be excluded or adjusted.

• Partner shall submit prescribed invoices/bills and supporting records.

• Applicable statutory taxes/deductions shall be applied as per prevailing law and MRFO's finance process.

12. Documents Required

• Certificate of incorporation/registration or constitution document.

• PAN and GST registration, where applicable.

• Authorised signatory ID and authority/board resolution/letter.

• Premises ownership/lease/rent agreement/NOC.

• Floor plan, photographs/video and centre address details.

• Infrastructure declaration including classroom area, proposed intake, computers, digital board, internet, biometric, CCTV and power backup.

• Bank account/cancelled cheque and finance details.

• Signed undertakings relating to compliance, learner safety, confidentiality and data security.

• Programme-specific capability/accreditation evidence wherever applicable.

13. Technical Evaluation Framework

Criterion	Weight
Legal/organisational eligibility & documents	10
Premises, classroom area & intake capacity	15

Criterion	Weight
Digital learning infrastructure & internet	15
Computer/practical/lab readiness	15
Biometric & CCTV compliance	10
Academic/technical manpower & centre management	10
Financial & operational capacity	10
Accessibility, safety & learner facilities	5
Past education/training/health-tech experience	5
Digital reporting & compliance readiness	5
Total	100

14. Inspection, Monitoring & Audit

• MRFO may conduct pre-approval, pre-batch, periodic, surprise or programme-specific inspections.

• Centre shall provide access to premises, equipment, biometric logs, CCTV records, learner records and other relevant evidence.

• MRFO may suspend batch activation or centre operations for material infrastructure, academic, attendance, safety or compliance failure.

• Centre shall rectify observations within the timeline communicated by MRFO.

• Material complaints, attendance irregularities, examination malpractice and data/privacy incidents shall be reported/handled as directed by MRFO.

15. Academic Quality & Programme Scope

• MRFO's Prospectus provides a 12-month framework with expert-led sessions, self-study, practical assignments, case-based learning, module-wise assessment and capstone/project work.

• Centre shall ensure learners have access to prescribed online sessions and adequate facilities for practical/project work.

• Centre shall not independently change syllabus, duration, academic hours, assessment methodology, certification wording or faculty assignment without MRFO authorisation.

• Clinical/diagnostic content remains educational/research/workflow oriented within the learner's existing scope of practice.

16. Learner Data, Cyber Security & Privacy

• Learner identity, personal information, attendance, assessment data and academic records shall be handled confidentially.

• Access to learner data shall be role-based and limited to authorised personnel.

• Centre shall maintain reasonable cyber-security controls including secure passwords, endpoint protection and secure network configuration.

• MRFO course content, recordings, examination material and learner data shall not be publicly shared or commercially reused without authorisation.

17. Branding, Marketing & Admissions

• MRFO name, logo, programme titles, prospectus, certificate designs and promotional material shall be used only in authorised formats.

• Student communication must clearly state that tuition is free and only the prescribed refundable security money is payable.

• Partner shall not promise government recognition, medical registration, guaranteed employment or guaranteed stipend unless expressly authorised.

• Any scholarship/stipend communication must follow the official MRFO scheme terms and must not be misrepresented.

18. Partner Personnel

• Designate a Centre Head/Coordinator as the primary MRFO contact.

• Provide technical support during online classes, assessments and practical sessions.

• Deploy lab/technical personnel where programme requirements demand.

• Ensure professional conduct, punctuality, learner safety and confidentiality.

19. Application & Submission Procedure

• Online registration opens on 21 October 2026 and closes on 30 November 2026.
• Complete the digital registration/application on the MRFO-authorised portal/link.
• Pay the ₹5,000 registration fee.
• After successful registration/initial acceptance and payment, MRFO issues the Letter of Award (LoA) as per the applicable process.
• After receipt of the LoA, submit the ₹2,00,000 EMD through the prescribed mode.
• After registration/partner login activation, download the required PDF forms available in the partner login.
• Properly fill, sign/stamp and upload the completed PDF forms and supporting documents. Upload is mandatory.
• Submit infrastructure declaration and classroom capacity calculation based on 10 sq. ft. per student.
• Submit photographs/video/floor plan and programme-wise lab readiness details.
• Respond to inspection, clarification and technical evaluation requests.
• Complete final digital agreement/undertaking and centre activation before commencing approved batches.

20. Mandatory Compliance Checklist

Requirement	Mandatory
Pan-India centre location, subject to MRFO approval	YES
10 sq. ft. minimum classroom area per approved student	YES
Digital board / interactive display / projector	YES
Reliable broadband internet + backup recommended	YES
Computer systems / practical lab	YES
Biometric attendance	YES
CCTV surveillance	YES
Power backup	YES
Fully digital onboarding	YES
Registration fee ₹5,000	YES
Letter of Award before EMD stage	YES
EMD ₹2,00,000 after LoA	YES
PDF forms downloaded from partner login and uploaded after completion	YES
Student tuition fee ₹0	YES
Student security money ₹2,100 refundable after successful completion	YES
Partner responsible for mobilisation & successful online enrolment	YES
1,240 course hours	YES
Payout ₹62 per verified learner-hour	YES
30%-40%-30% payout milestone	YES
Parallel batches subject to approved intake/infrastructure capacity	YES
MRFO batch approval before commencement	YES

21. General Terms & Conditions

• MRFO reserves the right to accept/reject applications, seek clarifications, modify/cancel the RFP or alter timelines, subject to applicable law and MRFO policy.
• Registration does not guarantee partner empanelment, learner allocation, batch allocation or payout.
• Centre approval is conditional and subject to periodic review.
• Partner shall not subcontract or transfer MRFO authorisation without prior approval.
• Changes in premises, ownership/control, management or infrastructure must be reported and may require re-verification.
• MRFO may issue programme-specific SOPs, academic calendars, operational circulars and compliance checklists.
• Final commercial, legal and operational terms shall be governed by the executed Partner Agreement / Letter of Award / Work Order, as applicable.

• Dispute resolution and jurisdiction shall be governed by the final agreement issued by MRFO.

22. RFP Timeline

Milestone	Date / Status
RFP Issue / Publication	12 October 2026
Online Registration Start	21 October 2026
Online Registration End	30 November 2026
Scrutiny / Clarification	As communicated by MRFO
Technical / Infrastructure Verification	As scheduled by MRFO
Letter of Award	After successful registration/initial acceptance
EMD Submission	After Letter of Award
Final Centre Onboarding / Activation	After successful verification and completion of requirements
Batch Activation	After programme-wise infrastructure and batch approval

Any amendment, extension, clarification or revised schedule shall be communicated through MRFO's official digital channels.

23. Official Contact

Organisation	Medical Research Fellowship Organisation (MRFO), New Delhi
Website	mrfo.in
Email	info@mrfo.in
Helpline	7480045472
RFP Reference	MRFO/RFP/2026/001

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END OF REQUEST FOR PROPOSAL