



KERALA STATE ROAD TRANSPORT CORPORATION

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No. S001-ITD03/4/2026-IT DIV-KSRTC-HQ

Date: 24/09/2026

MEMORANDUM

Sub: Supply, installation and commissioning of Biometric Attendance System at IDTR Extension Centre, Central Workshop, Pappanamcode – Request for Quotation – reg.

Sealed / online quotations are invited from reputed firms for the **supply, installation, configuration and commissioning of one (1) Biometric Attendance System**, including attendance management software, at the IDTR Extension Centre, Central Workshop, Pappanamcode. The system shall meet the technical specifications given below.

A. Technical Specifications – Device

Sl. No.	Item	Minimum Requirement
1	Biometric Modality	Optical fingerprint scanner
2	Fingerprint Sensor	Scratch-resistant optical sensor with resolution of not less than 500 DPI
3	Fingerprint Capacity	Minimum 1,000 templates
4	Transaction Log Capacity	Minimum 50,000 events stored in local non-volatile flash memory
5	Verification Speed	Not more than 1.0 second per authentication
6	Keypad	Physical or touch keypad for numerical ID / Admin PIN entry
7	Network Interface	10/100 Mbps Ethernet (RJ45) and built-in Wi-Fi (IEEE 802.11 b/g/n)
8	Data Export	1 × USB 2.0 host port for offline log extraction
9	Data Transfer	Real-time push of attendance data over HTTPS or encrypted TCP/IP. Unencrypted transfer is not acceptable
10	Power Input	12V DC, 1.5A / 2A power adapter
11	Battery Backup	Integrated lithium-ion battery with minimum 2 hours backup
12	Operating Temperature	0°C to 45°C
13	Operating Humidity	20% to 80% RH, non-condensing

B. Functional Requirements – Attendance Management Software

Sl. No.	Item	Minimum Requirement
14	Multi-Shift / Slot Management	Split timings for theory batches and separate practical training sessions, with variable In/Out punches
15	Student Profile	Student Name, Batch ID, Learner's Licence (LL) Number and assigned Driving Instructor
16	Data Retention	Attendance records retained for a minimum rolling period of 365 days
17	Reports	Daily, batch-wise, student-wise and instructor-wise attendance reports, exportable in Excel/CSV and PDF
18	User Access	Role-based login with password protection and an audit log of changes
19	Integration	Standard API or structured data export to enable future integration with KSRTC HRMS / enterprise systems
20	Licence	Perpetual licence with no recurring or per-user charges

Scope of Supply

The selected firm shall be responsible for the following:

1. Supply of the biometric attendance device conforming to the above specifications.
2. Installation and commissioning of the device at the IDTR Extension Centre, Central Workshop, Pappanamcode.
3. Installation and configuration of the web-based attendance management software where the attendance details can be access from multiple locations.
4. Configuration of student profiles, batches, theory slots and practical training sessions.
5. Configuration of network connectivity and real-time attendance data transfer.
6. Demonstration and training to the designated KSRTC personnel.
7. Comprehensive on-site technical support and repair or replacement during the warranty period.

Terms and Conditions

1. **Warranty:** Minimum one (1) year comprehensive on-site warranty covering the device and software, from the date of successful commissioning. Complaints shall be attended within 48 hours.
2. **Delivery and commissioning:** Within 15 days from the date of the Purchase / Work Order.
3. **Compliance statement:** The firm shall state the make and model offered and submit a clause-by-clause compliance statement against Sl. Nos. 1 to 20, along with the product brochure / datasheet. Quotations without a compliance statement are liable to be rejected.

4. **Price:** Rates shall be quoted in the Price Schedule below. The total amount shall include supply, transportation, installation, configuration, commissioning, training and warranty support. No other charges will be paid by KSRTC.
5. **Selection:** The lowest total quotation (L1) among the technically compliant quotations will be considered.
6. **Payment:** 100% payment after successful installation, commissioning and acceptance by KSRTC, on submission of a GST invoice. Statutory deductions (TDS, etc.) will be made as applicable. No advance payment will be made.
7. **Data ownership and privacy:** All attendance and student data belong to KSRTC. The firm shall not access, retain or share the data except as required for support, and shall handle personal data in accordance with the Digital Personal Data Protection Act, 2023.
8. **Firm details:** The quotation shall include GSTIN, PAN, and the contact details of the firm.
9. **Validity:** The quotation shall remain valid for a minimum period of 60 (sixty) days from the last date of submission.
10. **Conditional quotations:** Conditional or incomplete quotations will be rejected.

Price Schedule

Sl. No.	Description	Qty.	Unit Rate excl. GST (₹)	GST (₹)	Total Amount incl. GST (₹)
1	Biometric Attendance System including device, software licence, installation, configuration, commissioning, training and warranty support as specified	1 No.			
Grand Total (in figures and words)					

Quotations in sealed cover, superscribed "*Quotation for Biometric Attendance System – IDTR Extension Centre, Pappanamcode – No. S001-ITD03/4/2026-IT DIV-KSRTC-HQ*", shall be submitted to the Deputy General Manager (IT), IT Division, KSRTC, Transport Bhavan, Fort, Thiruvananthapuram – 695 023, on or before **12/10/2026**

KSRTC reserves the right to accept or reject any or all quotations, in full or in part, without assigning any reason.

Nishanth S
Deputy General Manager.

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