



GOVERNMENT OF WEST BENGAL
LABOUR DEPARTMENT
Tea Directorate
Labour Welfare Building (1st Floor, Dagapur Complex),
P.O.-Pradhan Nagar, Siliguri-734003

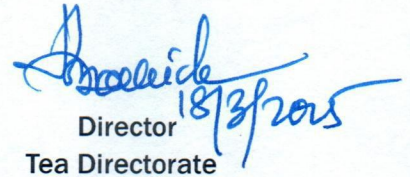
Notice inviting expression of interest for running and managing Crèches:

No. 78/Labr/TD/1M-02/2024

Date: 18.03.2025

Expression of interest in sealed cover is invited from Self-Help Groups (with NRLM/LOKOS Code, if available) for running and managing such crèches. The Self-Help Groups should be located nearby the location of the crèches and positively in the same block . The SHG must have 10 (ten) members or more. The specimen Application Form is enclosed herewith in Annexure-I. The detailed lists of the crèches are given in Annexure-II. The Terms and Conditions to be followed are detailed in Annexure-III. The Self-Help Groups applying in response to this notice must abide by the Terms and Conditions laid down by the Labour Department for running and managing such Cresses. The SHG should be from the same Block or tea garden where the crèche is located.

The name of the tea garden should be superscribed on covering envelop. The applications in sealed cover should be submitted to or should reach the Office of Tea Directorate, Labour Welfare Building (1st Floor), Dagapur Complex, P.O.- Pradhan Nagar, Siliguri-734003 before 5.30 PM on 11/04/2025.


Director
Tea Directorate

Expression of Interest

Notice No. dated.

Application Form for the Self-Help Groups to run the crèches constructed by Labour Department located in the Tea Gardens.

1. Name of the Tea Garden where the Crèche is located:

- 2.
- Location details of the Tea Garden(District, Sub-Division, Block, Gram Panchayet and Police Station):

- 3.
- Details of the Self-Help Group applying for running the Crèche:

Name of the Self-Help Group	NRLM/ LOKOS Code if available	Address	Name of SHG Office bearers	Contact/Phone No. of Office bearers	Total Member	Year of Establishment	Latest Grading

- 4.
- Bank Account details of Self-Help Group:

Account No.	Name of the Bank and Branch	IFSC Code	MICR Code	Linked Phone No.	Name(s) of the Operators

(Copy of Bank A/c Passbook front page may please be enclosed)

5. Whether the Self-Help Group is located within the Tea Garden: Yes / No
6. If No, whether the Self-Help Group is located in adjoining village/Gram Sansad of the Tea Garden (Give name):

7. Whether the SHG is/was engaged in any other Govt. programme: Yes / No

If Yes, it may please be mentioned. _____

I/We, the undersigned Office-bearer(s) of the Self-Help Group

_____ (Name of the SHG) located at

_____ (address)

do hereby express our willingness to run and manage the above mentioned crèche and also affirm that -

- (i) The information given above are true;
- (ii) We will abide by the terms and conditions which are detailed in Annexure-II and also the terms and conditions which may be issued from time to time by the department;
- (iii) We will maintain proper financial propriety in running /managing the crèche and will take utmost care of the children in the crèche.

We understand that the engagement of our SHG may be terminated anytime for dissatisfactory performance.

(Signature and name of office bearer)

(Signature and name of office bearer)

Annexure-II

LIST OF 77 CRECHES FOR WHICH SHGS ARE REQUIRED

Sl. No.	Name of Locations adjacent to Tea Gardens	District	Sub-Division/RLO
1	Dumchipara	Alipurduar	Birpara
2	Dalmore	Alipurduar	Birpara
3	Bundapani	Alipurduar	Birpara
4	Ramjhora	Alipurduar	Birpara
5	Satali	Alipurduar	Alipurduar
6	Chuapara	Alipurduar	Alipurduar
7	Dhowlajhora	Alipurduar	Alipurduar
8	Kartick	Alipurduar	Alipurduar
9	Kumargram	Alipurduar	Alipurduar
10	Majherdabri	Alipurduar	Alipurduar
11	Ethelbari	Alipurduar	Alipurduar
12	Madhu	Alipurduar	Alipurduar
13	Atiabari	Alipurduar	Birpara
14	Lankapara	Alipurduar	Alipurduar
15	Tulsipara	Alipurduar	Alipurduar
16	Kamala	Darjeeling	Siliguri
17	Bhojnarayan	Darjeeling	Siliguri
18	Bijohnagar	Darjeeling	Siliguri
19	Simulbarie	Darjeeling	Kurseong
20	Tindharia	Darjeeling	Kurseong

21	Nurbong	Darjeeling	Kurseong
22	Ambootia	Darjeeling	Kurseong
23	Margaret's Hope	Darjeeling	Kurseong
24	Kalej Valley	Darjeeling	Darjeeling
25	Thanjhora	Darjeeling	Siliguri
26	Belgachi	Darjeeling	Siliguri
27	Sannyasisthan	Darjeeling	Siliguri
28	Marionbarie	Darjeeling	Kurseong
29	Kiran Chandra	Darjeeling	Siliguri
30	Rangaroon	Darjeeling	Darjeeling
31	Orange Valley	Darjeeling	Darjeeling
32	Pussimbing	Darjeeling	Darjeeling
33	Atal	Darjeeling	Siliguri
34	Mungpoo Area	Darjeeling	Kurseong
35	Labdha Division	Darjeeling	Kurseong
36	Ranju Valley Division	Darjeeling	Kurseong
37	Rashep Division	Darjeeling	
38	Namring	Darjeeling	Darjeeling
39	Nischintapur	Darjeeling	Siliguri
40	Putinbari	Darjeeling	Siliguri
41	Nagri Farm	Darjeeling	Siliguri
42	Ord Terai	Darjeeling	Siliguri
43	Azambad	Darjeeling	Siliguri

44	Tirrihannah Tea Estate (Mohanlal Division)	Darjeeling	Siliguri
45	Manjha	Darjeeling	Siliguri
46	Ashapur	Darjeeling	Siliguri
47	Saidabad	Darjeeling	Siliguri
48	Jayantika	Darjeeling	Siliguri
49	Debpara	Jalpaiguri	Malbazar
50	Killcott	Jalpaiguri	Malbazar
51	Samsing	Jalpaiguri	Malbazar
52	Redbank	Jalpaiguri	Jalpaiguri
53	Rheabari	Jalpaiguri	Jalpaiguri
54	Palashbari	Jalpaiguri	Jalpaiguri
55	Nagaisuree	Jalpaiguri	Malbazar
56	New Duars	Jalpaiguri	Jalpaiguri
57	Zurrantee	Jalpaiguri	Malbazar
58	Totapara	Jalpaiguri	Jalpaiguri
59	Baradighi	Jalpaiguri	Malbazar
60	Haldibari	Jalpaiguri	Jalpaiguri
61	Indong	Jalpaiguri	Malbazar
62	Baintgoorie	Jalpaiguri	Malbazar
63	Lakhipara	Jalpaiguri	Jalpaiguri
64	Lower Fagu	Kalimpong	Kalimpong
65	Rambi Division	Darjeeling	Darjeeling
66	Munsong Division	Darjeeling	Kalimpong

67	Burmaik Division	Darjeeling	Kalimpong
68	Sangsay Division	Darjeeling	Kalimpong
69	Kashyem Division	Darjeeling	Kalimpong
70	Rangpu Division	Darjeeling	Kalimpong
71	Latpanchor Division	Darjeeling	Kalimpong
72	Sittong Division	Darjeeling	Kalimpong
73	Rongo Division	Darjeeling	Kalimpong
74	Dalgaon Division	Darjeeling	Kalimpong
75	Gairibas Division	Darjeeling	Kalimpong
76	T N Chowdhury	Uttar Dinajpur	Islampur
77	Coochbehar	Coochbehar	Coochbehar

Terms and conditions, duties and responsibilities of the Self-Help Groups.

Objective: -

- i) To provide day-care facilities for children (6 months to 6 years) of all mothers irrespective of employment status of the mother.
- ii) Enabling more mothers to up gainful employment.
- iii) To improve nutrition and health status of children.
- iv) To promote physical, cognitive, social (Holistic development) of children.

Target Group: - The use of Creche facilities is proposed to be extended to children of age group between 6 months to 6 years of employees of tea garden, unorganized workers and others.

Timing: - Timings of Creche can be flexible. Creches shall be open for 26 days in a month and for seven and half (7-1/2) hours per day as per the work schedule of majority of the mothers in the area, which may be from 7.00 a.m. to 2.30 p.m., 8.00 a.m. to 3.30 p.m. or 9.00 a.m. to 4.30 p.m.

Service Delivery Framework: - Creches will be operationalized with the intra departmental convergence of the West Bengal Building and Other Construction Workers Welfare Board under Labour Department, Government of West Bengal, Tea Directorate under North Bengal Development Department, Government of West Bengal. District Magistrate will ensure proper functioning of the Creches for effective service delivery.

Key Service Facilities: -

- i) Sleeping/ Day care facilities to be provided to the children.
- ii) Supplementary Nutrition to be provided suited to the requirement of both babies and children.
- iii) Growth monitoring, health checkups and immunization in coordination with AWWs/ ASHA/ ANM.
- iv) Pre-School learning and playing materials/toys.
- v) Early stimulation for children below 3 years of age/ Holistic development of child (Physical, social, emotional, language & cognitive abilities).

Criteria for selection of Self Help Groups for Creche: -

- i) Preference to be given to Self Help Groups working nearest to the Tea Garden area where Creche is located.
- ii) Preference to be given to Self Help Groups having dependent family member of West Bengal Building and Others Construction Workers/ Tea Garden Workers.
- iii) Preference to be given to Self Help Groups having experience on this field.
- iv) Own fund/Audit.
- v) Other eligibility as may be determined and applicable by the Screening Committee.

Duties and Responsibilities of Self Help Groups/ Creche Workers/Helper: -

- i) Organize stimulation activities for children below 3 years.
- ii) Organize pre-school education activities for children between 3 to 6 years of age.
- iii) Monitor growth of children and accordingly provide counselling to parents.
- iv) Teach personal hygienic habits to children.
- v) Prepare nutritious food for children attending the Creche Centre.
- vi) Keep the Centre and its surroundings neat and clean.
- vii) Motivate parents for immunization and coordinate with AWWs/ASHA/ANM for health related activities.
- viii) Ensuring availability of first aid kit at all times.
- ix) Provide proper arrangement for sleep and rest for children.
- xi) Care and safety of children attending the Creche.

- xii) Maintain liaison with the Creche Committee of Block/ District and Tea Garden Management.
- xiii) Maintain records & registers.
- xiv) Ensure visits by health workers.
- xv) Create awareness about better child care in the community through Mother's Meeting.
- xvi) Self Help Groups will engage mandatorily the following for every Creche, having adequate experience, knowledge and skill in this field -

Provision of Funds :-

(i) **Recurring Cost:** The selected Self Help Group will receive an amount of Rs. 600/- only per day per Creche (Approx 25 children) towards meeting the recurring cost of Electricity bill, food item, milk, LPG connection etc.

(ii) **Remuneration for overall supervision:**

Each SHG will be provided with Rs 1 lakh (one Lakh) only per month towards overall supervision of the Creche, including deployment of Security personnel (day and night guards) and wages for all types of Creche workers and other contingent expenditure.

(iii) For initial operation of the crèches, Cradles, Toys, Utensils, Towels, Mosquito nets and other requisite consumables will be provided by the Deptt to each Creche. Moreover, an additional fund will also be provided as replacement cost of consumables each year to the Creches.