



**GOVERNMENT OF WEST BENGAL
TEA DIRECTORATE
LABOUR DEPARTMENT**

W.B. Labour Welfare Building, 1 st Floor, Dagapur Complex,
P.O. Pradhan Nagar, Siliguri, Dist. Darjeeling PIN-734003
Email Id: teadirectorate2016@gmail.com

Memo No.: 169/Labr/TD/1M-02/2024

Dated: 29.05.2025

Subject: Notice Inviting Expression of Interest for running and managing Creches.

Expression of Interest in sealed cover is invited for the 2nd time from Self Help Groups (with NRLM/LOKOS code, if available) for running and managing such Creches set up by Labour Department in the districts of Jalpaiguri, Darjeeling, Alipurduar, Kalimpong, etc. Those who applied to previous notice vide no. 78/Labr/TD/1M-02/2024, dtd: 18.03.2025, should apply afresh(except for Dalmore, Ramjhora, Ethelbari, Madhu, Tulsipara, Bijohnagar, Rheabari). The Self Help Groups should be located nearby the location of the Creches, preferably in the same tea garden. The SHG must have 10 (ten) members or more. The specimen application form is enclosed herewith in Annexure-I. The detailed list of 69 Creches are given in Annexure-II. The Terms & Conditions to be followed are detailed in Annexure-III. The Self Help Groups applying in response to this notice must abide by the Terms & Conditions laid down by the Labour Department for running and managing such Creches.

The name of the Tea Garden should be superscribed on the covering envelope. The application in sealed cover should be submitted to or should reach the Office of Tea Directorate, 1st Floor, WB Labour Welfare Building, Dagapur Complex, Siliguri-734003, on or before 23.06.2025, by 5.30 pm. For details please visit www.wblabour.gov.in.

Amarnath
Mallick

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O.S.D. & E.O. Director,
Tea Directorate
Labour Department

Expression of Interest

Notice No. dated:

Application form for the Self Help Groups (SHGs) to run the Creches constructed
by Labour Department located in various Tea Gardens in North Bengal.

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

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

3. Name of the applying SHG:

4. Details of the SHG applying for the Creche:

NRLM/ LOKOS code if available	Full Address (with nearest landmark)	Name of the SHG office bearers	Contact no. of office bearers & SHG email address	Total no. of Members	Year of Establish -ment	Latest Grading

5. Bank Account details of the SHG:

Savings Bank Account No.	Name of the Bank & Branch	IFSC & MICR code	Linked Phone No.	Name of the Operators	Available balance on date

*Copy of Bank Account passbook front page to be enclosed.

6. Whether the SHG is located within the same block as Creche - Yes/ No.

7. Whether the SHG is located within the same Tea Garden as Creche - Yes/No.

8. Distance of the SHG from the Creches _____ Km.

9. Whether the SHG is/was engaged in any other Government Programme - Yes/No.

If yes, please mention _____.

10. Whether any member of the SHG belongs to the family of construction workers registered with WBB&OCWW Board - Yes/No.

If yes, mention no. of members & regn. details _____.

11. Whether, the SHG or any member of the SHG has experience/training in the field suitable for running Creches - Yes/No.

If yes, please mention _____. (Attach copy of Certificate)

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 creche 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 creche and will take utmost care of the children in the creche.

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)

List of 69 Creches (Annexure-II)

Sl No.	Creche at TG	District	Sub-Division/ RLO
1.	Dumchipara	Alipurduar	Birpara
2.	Bundapani	Alipurduar	Birpara
3.	Satali	Alipurduar	Alipurduar
4.	Chuapara	Alipurduar	Alipurduar
5.	Dhowlajhora	Alipurduar	Alipurduar
6.	Kartick	Alipurduar	Alipurduar
7.	Kumargram	Alipurduar	Alipurduar
8.	Majherdabri	Alipurduar	Alipurduar
9.	Atiabari	Alipurduar	Birpara
10.	Lankapara	Alipurduar	Alipurduar
11.	Kamala	Darjeeling	Siliguri
12.	Bhojnarayan	Darjeeling	Siliguri
13.	Simlubarie	Darjeeling	Kurseong
14.	Tindharia	Darjeeling	Kurseong
15.	Nurbong	Darjeeling	Kurseong
16.	Ambootia	Darjeeling	Kurseong

List of 69 Creches (Annexure-II)

17.	Margaret's Hope	Darjeeling	Kurseong
18.	Kalej Valley	Darjeeling	Darjeeling
19.	Thanjhora	Darjeeling	Siliguri
20.	Belgachi	Darjeeling	Siliguri
21.	Sannyastithan	Darjeeling	Siliguri
22.	Marionbarie	Darjeeling	Kurseong
23.	Kiran Chandra	Darjeeling	Siliguri
24.	Rangaroon	Darjeeling	Darjeeling
25.	Orange Valley	Darjeeling	Darjeeling
26.	Pussimbing	Darjeeling	Darjeeling
27.	Atal	Darjeeling	Siliguri
28.	Mungpoo Area	Darjeeling	Kurseong
29.	Labdha Division	Darjeeling	Kurseong
30.	Ranju Valley Division	Darjeeling	Kurseong
31.	Rashep Division	Darjeeling	
32.	Namring	Darjeeling	Darjeeling
33.	Nischintapur	Darjeeling	Siliguri

List of 69 Creches (Annexure-II)

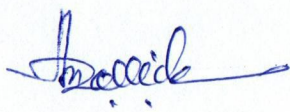
34.	Putinbari	Darjeeling	Siliguri
35.	Nagri Farm	Darjeeling	Siliguri
36.	Ord Terai	Darjeeling	Siliguri
37.	Azambad	Darjeeling	Siliguri
38.	Tirrihannah TE (Mohanlala Div)	Darjeeling	Siliguri
39.	Manjha	Darjeeling	Siliguri
40.	Ashapur	Darjeeling	Siliguri
41.	Saidabad	Darjeeling	Siliguri
42.	Jayantika	Darjeeling	Siliguri
43.	Debpara	Jalpaiguri	Malbazar
44.	Samsing	Jalpaiguri	Malbazar
45.	Redbank	Jalpaiguri	Jalpaiguri
46.	Palashbari	Jalpaiguri	Jalpaiguri
47.	Nagaisuree	Jalpaiguri	Malbazar
48.	New Duars	Jalpaiguri	Jalpaiguri
49.	Zurrantee	Jalpaiguri	Malbazar
50.	Totapara	Jalpaiguri	Jalpaiguri

List of 69 Creches (Annexure-II)

51.	Baradighi	Jalpaiguri	Malbazar
52.	Haldibari	Jalpaiguri	Jalpaiguri
53.	Indong	Jalpaiguri	Malbazar
54.	Baintgoorie	Jalpaiguri	Malbazar
55.	Lakhipara	Jalpaiguri	Jalpaiguri
56.	Lower Fagu	Kalimpong	Kalimpong
57.	Rambi Division	Darjeeling	Darjeeling
58.	Munsong Division	Darjeeling	Kalimpong
59.	Burmaik Division	Darjeeling	Kalimpong
60.	Sangsay Division	Darjeeling	Kalimpong
61.	Kashyem Division	Darjeeling	Kalimpong
62.	Rangpu Division	Darjeeling	Kalimpong
63.	Latpanchor Division	Darjeeling	Kalimpong
64.	Sittong Division	Darjeeling	Kalimpong
65.	Rongo Division	Darjeeling	Kalimpong
66.	Dalgaon Division	Darjeeling	Kalimpong
67.	Gairibas Division	Darjeeling	Kalimpong

List of 69 Creches (Annexure-II)

68.	T N Chowdhury	Uttar Dinajpur	Islampur
69.	Coochbehar	Coochbehar	Coochbehar
Total- 69			



Amarnath Mallick
OSD & EO Secretary
Labour Department
Government of West Bengal

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 -

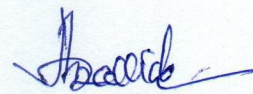
Provision of Funds :-

(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.



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