

N. E. Railway

Office of the
Principal Chief Material Manager
North Eastern Railway,
Gorakhpur

Sub: Policy for the procurement of Quality Furniture with scale for
N.E.R.

- (1) The policy for procurement of furniture duly approved by GM is uploaded on **www.ner.indianrailways.gov.in** → About Us → Departments → Stores → Gorakhpur Store HQ. → Circular/Instructions.
- (2) **Authority:-** Refer the recommendation of SAG committee placed on crosspondance side from C-55 to C-59 with noting side from N-1 to N-8 in File No. W/571/Computer Chair/Furniture/3-6/Pt.-6.


23/8/18
Dy. CMM/G

Copy to:-

- 1- Sec. to GM/NER/GKP- for kind information of G.M.
- 2- DRM/BSB, DRM/LJN, DRM/IZN.
- 3- PFA/NER/GKP, FA/Con/NER/GKP
- 4- PCME,PCE,PCEE,PCSTE,PCMD,CSO,PCOM,PCCM,SDGM,PCPO,PCMM, PCSC/NER/GKP
- 5- All Sr.DMM(S), Stores/Depot Officers, Purchase Officers Dy.CMM(G), SMM(G), AMM(G).

No. S/Furniture Policy/2015

Dated: 23.08.2018

RECOMMENDATIONS OF SAG COMMITTEE ON PROCUREMENT OF QUALITY FURNITURE FOR ADOPTION ON N. E. RAILWAY

1.0 Background-

Circular No S/Furniture Policy/2002 dated 10.07.2013 issued for the identical purpose has lost its relevance for the following reasons-

1. Cost escalation in last 5 years has made the imposed cost ceilings unrealistic.
2. Due to imposed cost ceilings, which are essentially based on prevailing prices 5 years back, procurement of branded and good quality furniture is practically not possible. In result, non-uniform and poor quality of furnitures and allied items are getting injected into the system, which is certainly not desirable.
3. Some of the models mentioned therein have become obsolete.

Hence, the need to review the existing provisions became inescapable. Accordingly, General Manager in his note dated 08.06.2018 at N/3 of File No W/571/Computer Chair/furniture/ E-6/Part I has constituted three Members SAG committee for formulating their recommendations for standardization and procurement of furniture and other allied articles afresh for official use of various functionaries on NER. The members of the Committee are as under-

- 1) Sri D. K. Srivastava, CMM/G
- 2) Sri D. K. Jairaj, FA&CAO/F&G
- 3) Sri A. K. Chaudhary, CGE

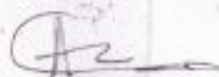
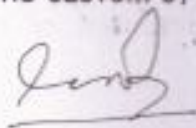
2.0 Strategy adopted

1. To begin with, the Committee studied the norms and standards finalized and adopted by other Zonal Railways. Towards the aforesaid objective, relevant circulars from NR, NWR, WCR, WR, NCR & ECoR were studied and relevant basic inputs were taken from them.
2. And, also surveyed the local market to have an overview of availability, price and aesthetics.



3.0 Deliberations & Recommendation

- 1) Procurement of furniture should be made only for reputed brand having longer life to get lesser life cycle cost and enhanced workplace aesthetic. On selection of brand, specific model should be prescribed to have uniformity in respective office chambers at different level and other work places. This will give a corporate look and will obviate the possibility replacement of model on individual choice, which finally defeat the very purpose of economy, standardization and uniformity.
- 2) Furniture manufactured by M/s Godrej & Boyce Mfg. Co. Ltd. appears to be better among the brands surveyed and recommends for adoption. It is the only company which covers almost entire range of our requirements. Committee also notes that most of other Zonal Railways have also been procuring standardized office furniture of Godrej Make, which is most recognized brand. Hence, Committee recommends that furniture items like table, supporting credenza, chairs should be Godrej Make only.
- 3) However, Committee understands that that the same principle of branded furniture may not be strictly applicable when the question comes to the procurement of sofa sets. It is felt that sofa sets made of good quality teak wood with simple cushions really last long for years together with proper elegance whereas readymade sofas made out of leather/rexins/cotton fabrics etc. are not sturdy and strong compared with the teak furniture. The designs of sofa sets vary widely and keep on changing. Further there are various models of teak sets with multiple choices combined with the local flavour which can be procured from the local market. Therefore, Committee felt that sofa set may not be restricted to few brands and the best product can be procured through Spot Purchase Committee/normal mode of purchase by the stores department.
- 4) Specific model of specific brand needs to be mentioned for standardization to obviate possibility of procurement of sub-standard items at a bit lower cost, which may not be economically beneficial in the long run. Therefore, the custom of writing "or similar" with an item has be done away with.



- 5) In order to eliminate Dealer, and thereby, reducing the price by dealer's margin, Committee called the GM of Godrej Interio and interacted with when him after protracted discussion, they gave the following proposal-

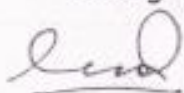
In comparison to procurement through Authorized Dealers, following additional benefits, if dealt directly, are offered-

- Price - In case of rate contract with NER, price freeze (maintaining the current price) till 31st March 2019
- Discount - 5% discount on consumer basic price on all the products.
- Order - NER will place direct order on Godrej Interio, Lucknow branch
- Order mode - NER can place order directly or can also buy through GEM (May will be assisting our staff if required)
- Delivery / Installation - Godrej Interio will directly supply the products to NER locations, for installation then will do it directly or through their authorized wholesale dealer/service providers
- After sales service - Time to time we shall be conducting free service camp for furniture check-up. If in case any service issues concerned authority can directly write to seen on email ids.

4.0 Hence, because of the above i.e. M/S- Godrej Interio for their Products mentioned benefits, Committee recommends to deal directly with OEM. Further, since the cost changes (increase/decrease) with time, the cost limit prescribed are only indicative in nature beyond 01.04.2019. As the brands and models will be fixed, no specific approval will be required in case of change in rates over period of time due to inflation.

5.0 Also, the requirement of piece meal PAC for individual Purchase in procurement of furniture is proposed to be dispensed with as policy itself, if approved, shall have finance concurrence and approval of GM.

6.0 Procurement from M/s Godrej should be made either through GeM or through single tender to OEM. And, in case, if it becomes impossible due to



any reason, same should be recorded and then procurement should be made on single tender.

- 7.0 For sofa-sets, it is felt that instead of going for branded one, good quality sofa at much cheaper rates are available in local market. Hence, it may be purchased from the local market within the prescribed cost ceiling. Brands don't add any value for excess money.
- 8.0 In case of change of model/brand specified, approval of AGM shall be obtained after giving reasons of deviation.
- 9.0 The revised proposed entitlement/cost limits for Officers/staff in Headquarter and Divisions are as under:

(i) Entitlement of PHODS/CHODs/HODs chamber:

Sr. No.	Description of items.	Qty.	Cost Limit (in Rs.)	
			PHODs/CHOD	HODs (SAG)
1.	PHOD/HOD: Table Numero Uno Main desk + mobile pedestal +ERU with pedestal Time limit for replacement 10 years.	01	Rs. 74,573/-	Rs. 74,573/-
2.	Back unit for Numero Uno Time limit for replacement 10 years.	1	Rs 63459	Rs 63459
3.	Executive high Back revolving chair Godrej model: (a) LA SEDE HIGH BACK (b) LEOMA HIGH BACK Time limit for replacement 05 years	01	Rs. 28,845/-	Rs. 22,234/-
4.	Visitors Chairs Model Godrej: Kareena Visitor Time limit for replacement 05 years	06 05	Rs. 7,492/- Each (06 Nos.)	Rs. 7,492/- Each (05 Nos.)
5.	Sofa Set (3+1+1) With Centre Table.	01 Set	Rs. 60,000/- per set	Rs. 55,000/- per set

	Time limit for replacement 07 years .			
6.	Flower Vase	02	Rs.1,000/- Each	Rs.1,000/- Each
7.	Pen Stand	01	Rs. 500/-	Rs. 500/-
8.	Window Curtain/V. Blind	-	Rs. 400/- per meter	Rs. 400/- per meter
9.	Foot Board	01	Rs. 500/-	Rs. 500/-
10.	LED/LCD TV set (cost of DTH Connection including Set Top Box, Installation, Rental etc. will be extra)	01	Rs. 50000 -	Rs. 40000/ Sony (32") 32R202F
11.	Towels	02	02 Rs. 1300/- for 02 Nos.	02 Rs. 1300/- for 02 Nos.
12.	Crockery (Tea Set with matching tray, Electric Kettle, Thermos Jug, Tumbler Glass, Dinner set etc.)	01	Rs. 12,000/- (Rs.4000/- Per Items)	Rs. 10,000/- (Rs.3000/- Per Items)
13.	Paper shredder	01	When required by PHOD/CHOD up to Rs. 10,000/-	
14.	Table Top adjustable (Whenever demanded)	01	Rs. 2,700/-	Rs. 2,700/-
15.	Remote call bell	01	Rs. 600/-	Rs. 600/-
16.	Refrigerator PHOD/CHOD-	01	Rs. 15,900/-	Rs. 12,900/-

ii)Entitlement of SG/JAG and SS/JS Officers chamber:

Sr. No.	Description of items.	Qty.	Cost Limit (in Rs.)	
			SG/JAG Officers	SS/JS Officers
1.	Executive table (a) SG/JAG: Executive table Model: Cignus 1650 (1650 mm x 1650mm x 750mm) with ERU and under storage. (b) SS/JS: Executive Table Model- Finesse Table + ERU 3616 Time limit for replacement 10 years.	01	Rs. 41632/-	Rs. 27,573/-

2.	(a) High back revolving chair Godrej model: Premium Very High Back (b) Revolving chair Godrej Model: ACE Mid Back Time limit for replacement 05 years.	01	Rs. 17,128/-	Rs. 17,011/-
3.	Visitors Chair (a) Godrej model: Beat Visitor LC (b) Godrej model: Premium Visitor With Arms Time limit for replacement 05 years.	01	Rs. 6,772/- each (04 Nos. for SG/JAG)	Rs. 4,412/- each (03 Nos. for SS/JS)
4.	Steel Almirah Godrej Small Model: Stairwell Plain Time limit for replacement 10 years.	01	Rs. 17,817/-	Rs. 17,817/-
5.	Sofa set (3+1+1) With Centre Table Time limit for replacement 07 years.	01	Rs. 32,678/-	Nil
6.	Godrej Side Rack Steel MF System (Side Rack) Time limit for replacement 05 years.	01	Rs. 7,000/-	Rs. 7,000/-
7.	Computer Table (if required) Godrej C-3 or similar Time limit for replacement 05 years.	01	Rs. 10,000/-	Rs. 10,000/-
8.	Flower Vase	01	Rs. 500/-	Rs. 500/-
9.	Pen Stand	01	Rs. 400/-	Rs. 300/-
10.	Window Curtain /V. Blind As per requirement	-	Rs.300/- per mtr.	Rs.300/- per mtr.
11.	Foot board	01	Rs. 600/-	Rs. 600/-
12.	Table top adjustable	01	Rs. 2000/-	Rs. 2000/-
13.	Towel for chair	02	Rs. 600/-	Rs. 600/-
14.	Engagement Board	01	Rs. 2,000/-	Rs. 2,000/-
15.	Crockery (Tea Set with matching tray, Electric	01	Rs. 8,000/-	Rs. 5000/-

Kettle, Thermos Jug, Tumbler Glass, Dinner set etc.)			
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(iii) Entitlement of Office Staff:

Sr. No.	Description of items. Qty. Cost Limit (in Rs.)	Cost Limit (In Rs.)			Peon
		Qty	Supervisors	Supervisors Non-	
1	In charge Supervisors (Level 6 & above office)- Godrej office Table Model:- Enterprise 1500 with CPU Hanger Non- Supervisors (Below 6) Godrej Model:- Enterprise 1200 Without CPU Hanger	01	Rs. 18620/-	Rs. 13,058/-	
2	In charge Supervisors (Level 6 & above)- Revolving chair (Godrej Model No. Premier Mid back Non- Supervisors (Below 6) - Godrej Model Diva Revolving Mid Back	01	Rs. 6962	Rs. 4,653/-	
3	Visitor's Chair - Godrej Model Star With Arm	02	Rs. 3,771/-		
4	Peon Godrej (office Chair-7B)	01			Rs. 3,358/-

(iv) The proposed entitlement/cost limits for at Railway Station are as under:

Sr. No.	Description of items.	Qty.	Cost Limit (in Rs.)
01	Dy. SS/ASM	The tables of Dy. SS/ASMs are linked with Panel boards. Therefore, the Committee feels that this is not amenable to standardization And should be custom made.	
02	Sr. Supervisors at Stations like CPS, CRS, CBS, CTI etc. Table - Godrej office table T-9	1 No.	Rs. 19,574/-
	Chair - Revolving chair (Godrej	1 No.	Rs. 6,271/-

	model No. PCH-9 UOIR Bravo High back		
03	Visitor's Chair - Godrej Model CH 7B	--	Rs. 3,962/-

10.0 Provision of Modern Modular Workstation in offices

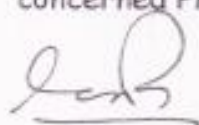
As the office set up and the requirements may vary from Department to Department depending upon the available space etc, provision of Modular Workstations can also be considered with concurrence of finance and approval of concerned PHOD/CHOD.

GODREJ Model WISH PENTA 4 seaters Including Key Board Tray, CPU TROLLY & PEDESTAL but excluding chairs.	01 Set of 4 seaters	Rs. 152225/-
Chair PCH 7046 Note:- 4 Nos. are required with each set	01 No.	Rs.4653/-Per No.

11.0 The above rates are exclusive of taxes and duties, if any. Rates of M/s Godrej are current market rates are fixed till 31.03.2109, and thereafter, likely to change. In case orders are placed directly on M/s Godrej, discount of 5% over their price list are applicable.

12.0 The existing furniture /equipment should not be replaced, while in good Condition merely because it was bought at lower limits earlier.

13.0 The scale of furniture recommended for the officers shall be provided only after the existing furniture is declared un serviceable on age - cum condition basis by the Survey Committee comprising of JS/SS, Stores Officer, Finance Officer and JA grade officer of user department. The user department member shall be convener. Each department shall nominate survey committee as enumerated above with the approval of PHOD/CHOD on HQ (including extra divisional units) and DRMs/CWMs in division/ workshops. The recommendations of Survey Committee shall be accepted by the concerned PHOD/CHOD/CWM/DRM respectively.

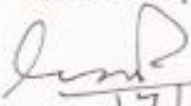


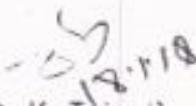


14.0 Survey committee report shall not be required for the cutlery , towels , calculators, water tumbler, door mat, soap dish, foot board, pen stand, call bell etc.

15.0 Item with cost less than Rs. 20000/- of individual items should be purchase directly through market survey by the concerned officer through office cash Imprest/Pay order. Incumbency Board, coir mat, wall clock and soap dish and other small items can also be provided as and when demanded in addition to the items mentioned in the list.

16.0 As exceptions, CPRO, DGM(G) and Secretary to GM may be treated at par SAG Officers for these entitlements. Similarly, Secretary to PHOD should be treated at par with JAG officers.


17/7/18
(Sri D. K. Srivastava)
CMM/G


18/8/18
(Sri D. K. Jairaj)
PCFA/F&G


17.07.2018
(Sri A. K. Chaudhary)
CGE

GM

SAG committee recommendations are accepted.


13/08/18

PCMM

विषय:-प्रमुख मुख्य इंजीनियर कार्यालय के मुख्य सामान्य इंजीनियर के कक्ष हेतु गोदरेज ब्रान्ड ऑफिस टेबल एक नग एसक्यूटिव चेयर एक नग विजीटर चेयर चार नग की आपूर्ति के सम्बन्ध में।

उपरोक्त विषय के सम्बन्ध में मुख्य कार्याधी जनेटर का आवेदन पत्र साथ में स्टीमेट प्राप्त हुआ है जिसमें गोदरेज ब्रान्ड ऑफिस टेबल एक नग (रु.74,882/- प्रति नग) एसक्यूटिव चेयर एक नग (रु.15,000/- प्रति नग) विजीटर चेयर चार नग (रु. 10,580/- प्रति नग) का आवेदन पत्र पृ/ V पर उपलब्ध है का अवलोकन करने का कष्ट करें।

भण्डार विभाग का पालिसी संख्या एस./फर्नीचर पालिसी/2002 दिनांक 10.07. 2013 पृ/ 3 मद संख्या 1 के अनुसार फर्नीचर का विवरण निम्नवत है:-

क्र.सं.	सामग्री का नाम	प्रति दर	मात्रा	कुल रूपया
1.	Visitor Chair Godrej Brand or equivalent	4000/-	04	16,000/-
2.	Excutive Chair Godrej Brand or equivalent	11,000/-	01	11,000/-
3.	Office Table Godrej Brand or equivalent	29,000/-	01	29,000/-
कुल योग = छप्पन हजार मात्र				56,000/-

यह व्यय लेखा शीर्ष 03-533-18 में प्रभाव्य होगा वित्तीय वर्ष 2018-19 में निधि उपलब्ध है।

उपरोक्त मॉग पत्र के अनुसार माडल सापज्जन 2017 C-22 के (B-1) (B-2) के रिमांक मद संख्या 2 के अनुसार पुराने फर्नीचर के बदले नया फर्नीचर हेतु महाप्रबन्धक महोदय को प्राधिकार प्राप्त है। जिसे भण्डार के माध्यम से क्रय किया जाना है। अतः महाप्रबन्धक महोदय से अनुरोध है कि उपरोक्त का अवलोकन करते हुए अनुमोदन देने का कष्ट करें ताकि अग्रिम कार्यवाही की जा सके। अतः महाप्रबन्धक महोदय से अनुरोध है कि उपरोक्त का अवलोकन करते हुए प्रशासनिक अनुमोदन देने का कष्ट करें ताकि अग्रिम कार्यवाही की जा सके।

उप मुई०/सामान्य

मुख्य सामान्य इंजी०

प्रमुई०

महाप्रबन्धक

23/07/18

मु.कार्याधी/इ-6

At ML

23/07/18

N/2

Sub: Review of provision of furniture in offices -Revision of cost limit/Entitlement of officers/staff for purchase of furniture and other T&P items.

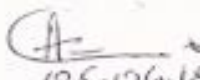
Ref: NER Policy Letter No. S/Furniture Policy/2002 dated 10.07.2013

The furniture in the office chamber of undersigned needs replacement being quite old and poor condition. In the process of procurement, cost limit for furniture for Officers chamber, Officer's rest houses etc. was put up which is placed at F/1-3. On going through the limit prescribed, following is observed:

- 1) The cost limit for some of the items especially Office Desk is unreasonably low and any standard furniture of required dimension/specification cannot be purchased. Procurement policy of East Coast railway is placed at F/13-21 issued during same years i.e. 5 years earlier and it may be seen that entitlement fixed in NER is abysmally low for many items.
- 2) In the nomenclature, Godrej or similar is mentioned. Since suitable Godrej make items are not available in the prescribed limit, there is compulsion to purchase local make furniture having shabby look and lower life. Standard Godrej may last much longer and life cycle cost may be lower apart from giving descent office environment in comparison to locally purchased cheap furniture.
- 3) Many railways have adopted policy to purchase specific Godrej make furniture and prescribed suitable cost limit to have furniture commensurate with the rank to have uniformity of furniture in different offices of the same organisation.
- 4) Marking specific model also obviates the possibility of periodic revision of the cost limit. The lowest prevailing rate for the specific item of standard brand does not have much fluctuation and they can be purchased at the cost prevailing at the time of purchase.
- 5) Latest Cost limit/entitlement policy of WCR (issued on 18.09.2017) is placed at F/22-26 and appears to be appropriate for adoption.

It is to be mentioned that cost cutting in furniture has insignificant effect on overall expenditure but affects morale of the working cadre and develop poor work culture especially when counterparts elsewhere have much better working environment.

(A) In view of above, it is proposed to adopt the standard followed in WCR after finance concurrence and approval of competent authority.


05.06.18
Chief General Engineer
05.06.2018

DGM/G

NER's Policy regarding furniture etc. was issued in July 2013 (i.e. about 05 years ago) for Stokes file vide C/1-3. (A) above may kindly be seen.

PCMM

(P) 05.06.2018
DGM/G

(PFA)

- Regarding furniture scale policy needs to be revised including the furniture to staff.
- GM/NER has given instructions to nominate a committee for review. including DGM.
- In the last committee members were nominated from Stores, Engg and finance.
- From Stores side DCHN(4) is nominated.
- As instructed by GM DGM will also be a member.
- PCE and ~~FACTOR~~ PFA may please nominate members.
- GM may kindly approve nomination of Committee.
- Approval may please be sent to this office by engg branch for record and to continue in Stores file.
(S/Furniture/Policy/2018)

PCE

Dy SGT is nominated
from Engg dept

PFA

Dy Factor is nominated

Wg

6/6/18
PCE

27/6/2018

Wg
6/6/18

GM

PCE

SAG commt consisting of CMM, CCE and FACTOR/6 is
nominated to study & suggest on procurement of Quality Furniture
for adoption on NE Reg.
6/6/18
08/06

N/4

Sub: Review of provision of furniture in offices – Revision of cost limit/entitlement of officers/staff for procurement of furniture

A proposal was put up for review of subject policy vide N/2. PCMM has proposed to nominate JAG committee consisting of 3 members one each from Stores, Finance and Engineering departments for approval of GM vide N/3 and nominated a member from Stores department. Accordingly PFA and PCE have also nominated one member.

General Manager has nominated SAG level committee as may be seen at N/3. SAG level committee consisting of CMM/G, FA&CAO/F&G and CGE has deliberated on the issue and submitted their recommendations place at F/55-59.

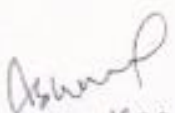
The minutes of the committee is to be put to GM for his approval with the concurrence of finance of the revised limits and processes.

Put for financial concurrence and approval of General Manager please.


18.07.2018
(A. K. Chaudhary)
CGE

AFA/F
Pl. examini
23/7

PCE


19/7/18

PCMM


24/7/18

PFA

522
23/7

GM

N/5

Subj: Recommendation of 3 SAG.
Committee on procurement
of quality furniture for...
adoption on N.E.R.

The under subject recommendation
of 3 SAG. Committee placed at 55/c to 59/c
of file vide no: W/571/Comp. chair/
furniture/E-G/Pt 1 is agreed with,
Subject to approval of G.M. provided
the following modification:

- ① The age for replacement of furniture
will be minimum ten years.

This issues with the concurrence
of P.F.A.

(P.F.A.)
CGE

10/8/18
AFA/Finance Stores
10.8.18

N/6

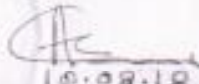
Sub: Review of provision of furniture in offices – Revision of Cost Limit/Entitlement of officers/staff for procurement of furniture

Present Cost Limit/Entitlement of officers/staff was issued in the year 2013 (F/03-01) and a need was felt to review the limit in view of escalation of cost in the intervening period. A proposal was put up to GM for nomination of committee. General Manager has nominated SAG level committee consisting of CMM/G, FA&CAO/F&G and CGE vide N/3.

Aforesaid SAG level committee has deliberated on this issue in detail and put up their recommendations placed at F/F/59-55.

The recommendation of the SAG Committee was put up to PFA through PCMM/PCE for his concurrence. PFA has accorded his concurrence (N/5) on the recommendation of SAG committee with one modification that the age of replacement of furniture will be minimum 10 years.

May kindly forward the recommendation of SAG level committee with modification of replacement age to 10 years for kind approval of General Manager please.


10.08.18
(A. K. Chaudhary)
CGE

PCMM

- When committee was formed
worked as per proposal with recommended
give like or different clause, had
it can be decided 10 years without
any consideration logic.

GM

- Returned back to committee for
examining and then put up.

CGE


10/8/2018

-A7-

w.r.t PCMU's observation at pre-page -
following submissions are made-

The Committee had recommended life of 5 yrs for chairs and 7 years for sofa. This recommendation was essentially based on the yardstick followed by all other Zonal Railways. It would also be relevant to mention that as compared to 10 yrs life for tables, Committee had recommended lesser life of 5 yrs for chairs as it involves moving components as compared to stationary components of tables. Similarly, for sofa, life of 7 yrs was recommended because it is local make as compared to table, which is branded one.

PFA has concurred the all recommendations of the Committee except the life (N/S).

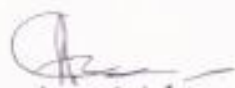
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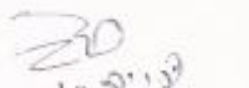
(N-8)

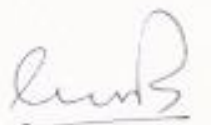
In note 2(i) of 20 B of Model SOP 2018

also, age for replacement of furniture is indicated as minimum 5 yrs.

PCMM may kindly forward the case to GM for approval of GM's which is concurred by PFA, and also to take the final view on the issue of life where difference of opinion between PFA & committee has arisen.


10-08-18
EGE


10-8-18
PFA member


CMU/4
10-8-18

PCMM

PFA may please see.

GM may kindly decide.

PFA

After concurrence of PFA, CMU/4 above note is recalled for proposal as concurred may please be approved.

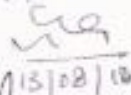
GM

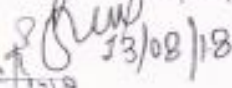
Sd/- CMU/4 recommendations are Accepted. (Ref CP-55).

PCMM

CMU/4. To be issued to PFA for approval.


13/08/18


13/08/18


13/08/18