



MML GROUPS

## COMPANY PROFILE

### COMPANY DETAILS

#### Registered Office:

*No.3, 1<sup>st</sup> Floor, Kailash  
Nagar, Lawspet,  
Puducherry - 605008  
Contact - 0413 2257944*

#### Corporate Office:

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Porur Garden, Phase-I,  
Chennai-600116  
Contact - 044 79660421*

*Website - [www.mmlgroups.com](http://www.mmlgroups.com)  
Mail us on - [info@mmlgroups.com](mailto:info@mmlgroups.com)*

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<https://www.facebook.com/MML-INFRA-Private-Limited-284323321587422/>



## Content

1. *Managing Director's Profile*
2. *Introduction*
3. *Vision Statement*
4. *Mission Statement*
5. *Values*
6. *Main Organization Chart*
7. *Company Yearly Turnover Chart*
8. *Health, Safety and Environment*
9. *Quality*
10. *Purchasing*
11. *Scope of Activities*
12. *Management*
13. *QA/QC Plan*
14. *List of Completed and Ongoing Projects*
15. *Some of Our Valuable Clients*
16. *Gallery – Our Project Photos*
17. *Awards*



## MML GROUPS

*MML GROUPS - Together we stand & together we grow*

*MML & Co, a construction company was the brainchild our founder Mr. Maria Lawrence driven by core values of commitment and loyalty to customers.*

*In the year 1983 construction of residential apartments in Neyveli was started by Mr. Maria Lawrence in the name of M/s MML & Co and developed in to MML Groups now.*

*Later, M/s MML & Co was founded much developed through various projects, a phenomenal growth fuelled by the dynamic leadership of the founder, Mr. Maria Lawrence. MML & Co has fast grown into an entity renowned for its excellence and stability in Industrial and Residential projects around the City of Destiny.*

*MML Groups was formed by the founder's son, the current Managing Director Mr. Sagaya Lenin Bobin, by adding various other sectors in it. He looks decades ahead to create what our clients will someday need. That's been our mission from the first day when we engineered and built the first MML Promoters. Innovation continues to drive and infuse everything we do. We're constantly imagining and investing in the future, always going where others aren't, can't or won't.*

*At MML, diversity and inclusion aren't afterthoughts. They're central to our success. Innovation drives our business forward – and we know that disruptive, breakthrough ideas come about when diverse teams look at challenges from different angles. Our culture values difference fosters inclusion and promotes collaboration, because the data shows us that when every employee is empowered to impact our business, we together win. As a business man taking part in many different businesses helps our conglomerate's parent company cut back the risks from being in a single market. Doing so also helps us lower costs and uses fewer resources.*

*As a contribution to the society we share our profit with the poor and needy in the means of child education, widow welfare, and small scale business to empower their family. At the heart of all our development efforts is the attempt to touch and improve the quality of life of people across society. We give back to our local communities and work together to make the world a better place, donating our time, employee skills, company resources and the vast majority of our profits to bring about lasting change. Humanity and service are an integral part of our culture and have been since Mr. Maria Lawrence founded the company. We're committed to giving back to the cities in which we live and work, using the expertise of our employees and resources of our business to create lasting impact. Every employee in every one of our offices makes that commitment possible.*



## 1. Managing Director's Profile

### SAGAYA LENIN BOBIN

*Myself, Sagaya Lenin Bobin established MML Infra Private Limited in 2009 and been the Managing Director. Having 13 years of experience within the construction industry and attained my Bachelor of Engineering degree from Anna University and Master of Business Management from Sathyabama University. Since the year 2004, I've been involved in various infrastructure projects.*

*Prior to this, I've worked as a Project Engineer in M. Maria Lawrence & co. Saudi Aramco to construct a Pier of 1.2 kms for Ras Tanura Oil Refinery worth 500 Million USD and construction of G+3 Floors for a Marine Admin Block worth 125 Million USD. After returning back in India, I started my venture of MML Infra Pvt Ltd and took up major projects like*

- *Under Ground Tunnel, Ennore Power Station worth 320 Lakhs*
- *NIT Trichy, Boys and Girls Hostel Block worth 846 Lakhs (2009),*
- *Pixie Dust Resorts, Chennai worth 1200 Lakhs (2010),*
- *Puzhal Over Head Tank, Chennai worth 1900 Lakhs (2012),*
- *4 MLD Sewage Treatment Plant, Chennai worth 600 Lakhs (2013),*
- *Sunship Housing Project G+5 Floors, Auroville worth 1200 Lakhs (2014),*
- *Kalpana Housing Colony, Auroville 18000 Lakhs (2016).*

*In addition to the above projects I've also handled Housing Construction, Road Construction, Water Treatment Plant, Sewage Treatment Plant, Steel Structural Buildings and Massive Yards.*

*MML Infra as a Private limited Company we show the turnover about 9 Cr Per year and has been growing continuously ever since with proper planning and structuring of the organization to effectively utilize its resources.*

*From the outset, MML working practices have been based on individual responsibility and teamwork. We strongly believe that customer service plays an important role in an organization's ability to generate income and revenue. Customer Satisfaction has been a pillar to the success of our business and we will endeavor our full efforts to exceed our customers' expectations and fully satisfy their needs and requirements.*

*We are proud to be one of the best companies that are able to execute projects with volume of millions with error-free, waste-free and accident-free operation as our ultimate goal. We have developed a stringent project and quality management process. We follow a set of guiding principles that represent the foundation of a continuously improving organization.*



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### 2. Introduction

MML GROUPS shares over 34 years of industry-leading excellence with every client we meet. We offer general contracting, construction management, design-build, and preconstruction planning services for projects of all sizes. Founded in 1983, MML GROUPS is headquartered in Pondicherry. Our annual volume, in excess of 7 Million Dollars, includes extensive work in a diverse range of markets.

- Commercial
- Education & Campus
- Health Care & Life Sciences
- Hospitality & Resort
- Manufacturing & Industrial
- Water Treatment.

It's our pleasure to introduce ourselves as one of the construction company in south India. MML as a Proprietor Ship company now has established as Private Limited Company. We show the turnover about 7 Million last year and projecting a value of over 8 Million this year. Over the years, we strongly anchored in Industrial projects mainly in Thermal, Gas Power Plants, Apartments, and Water and sewage treatment plant projects. We work on Government projects in MML Infra Pvt Ltd and other Private projects & turnkey projects in MML Buildtech. Today it is acknowledged as a company that continues to empower the whole Society. We frame and deal with our own construction, quality, and safety Procedure which enrich the productivity with safe and quality. Enabling the with different core sectors. We share our profit with the poor and needy in the means of child education, widow welfare, and small scale business to empower their family. At the heart of all our development efforts is the attempt to touch and improve the quality of life of people across society.

### 3. Vision

"MML will become an India's number one company in construction with safety and quality"

### 4. Mission

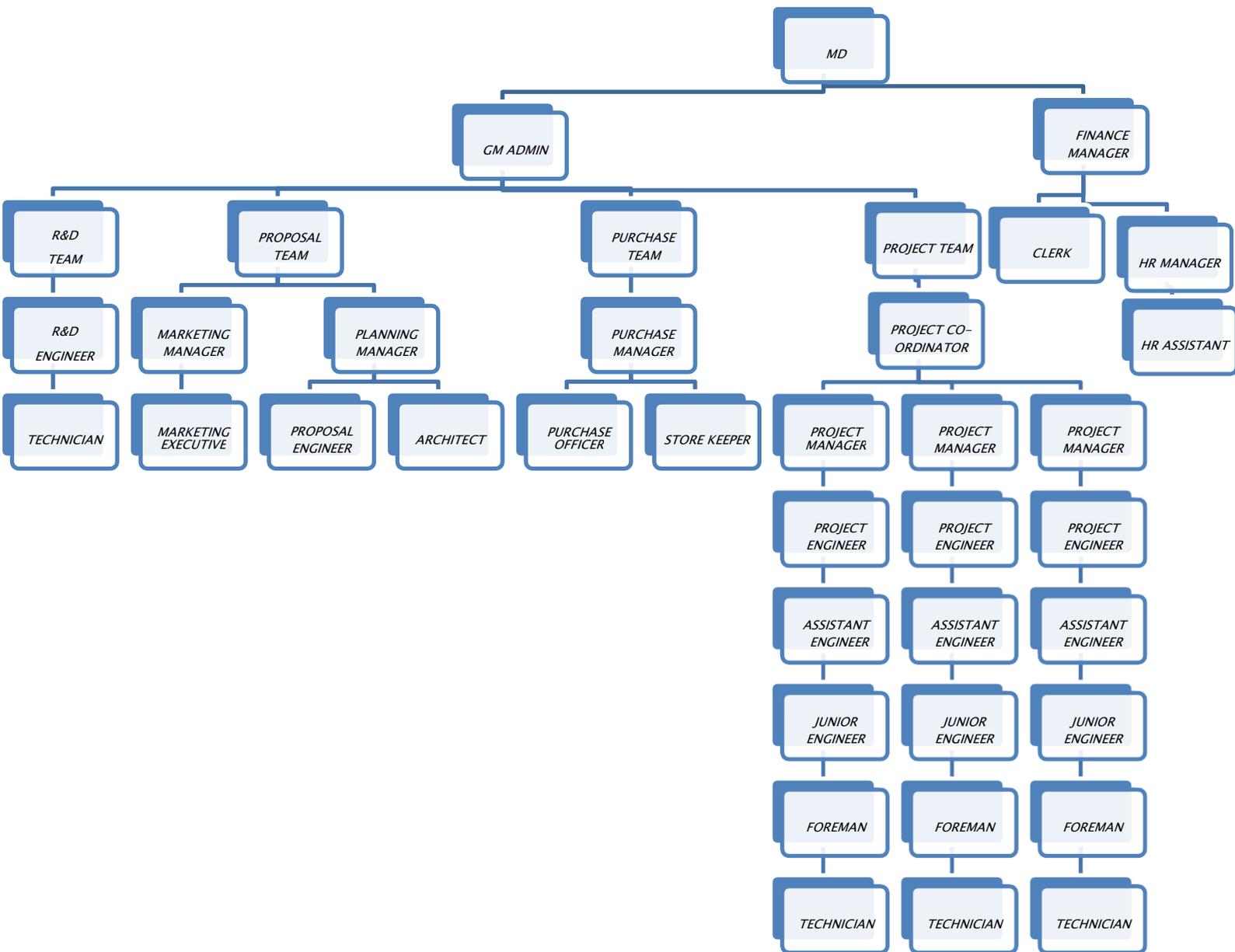
"Providing Quality Product to the society for happy living"

### 5. Values

Our Values, basic and fundamentals shall remain the guiding light in our dealings internal and external. These will be the uncompromising foundations upon which we build our Mission.

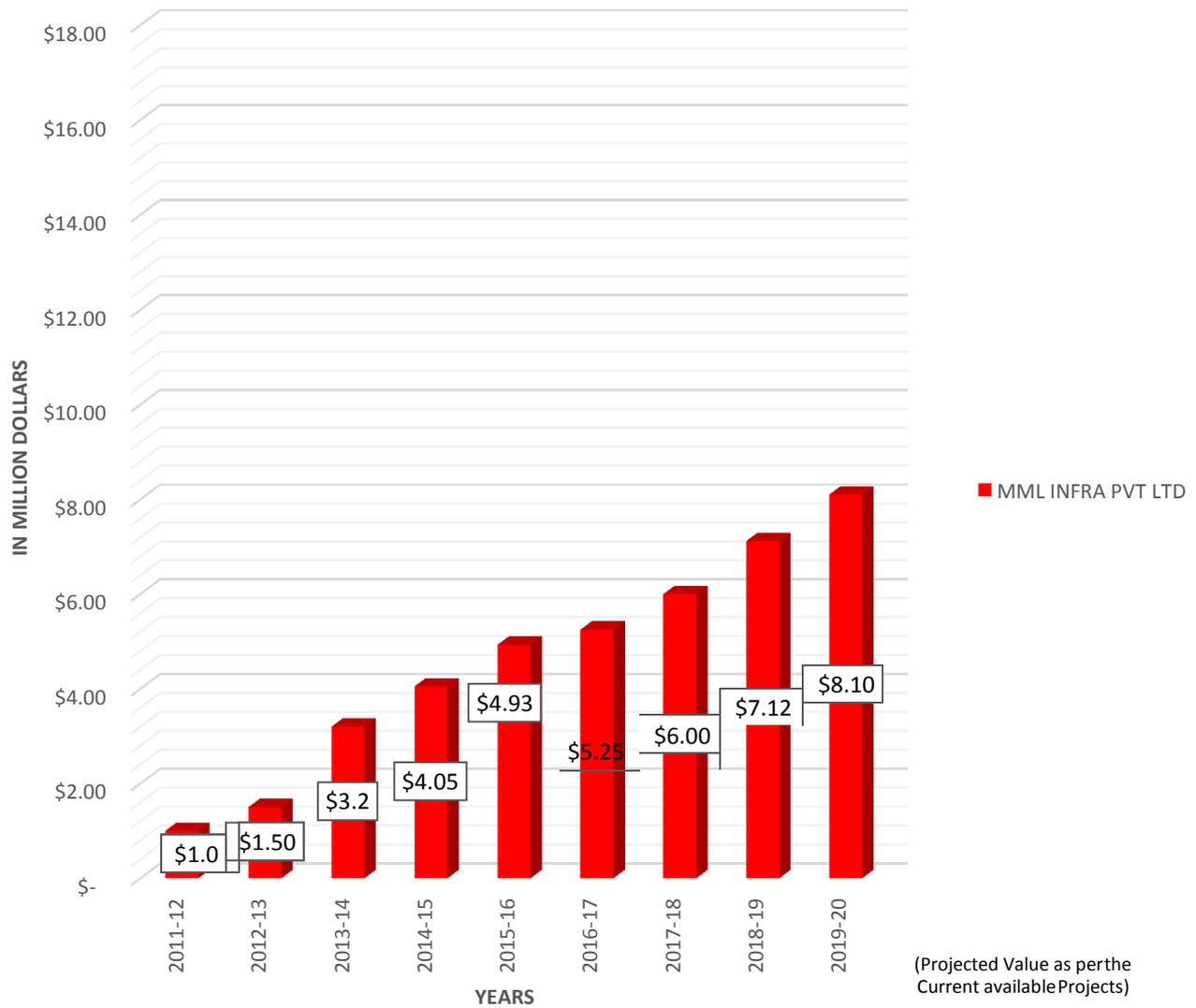


6. Main Organization Chart





### 7. Company Yearly Turnover Chart





### **8. Health, Safety and Environment**

*MML is committed to providing a healthy and safe work environment for all employees, subcontractors, clients and visitors.*

*This requires our managers and staff to maintain a high degree of safety awareness. We therefore seek to develop and maintain a pragmatic, positive, open culture where health and safety is recognized by all staff to be fundamental in what we do.*

*MML performs all operations in a safe manner, with no harm to our people or the environment. We continuously improve our health and safety performance by:*

- *Promoting and maintaining the highest degree of physical, mental and social wellbeing of workers.*
- *Promoting a safe work culture, zero near miss and accident policy, including prevention of work illnesses.*
- *Protection of the environment within which we work, such that no harm occurs to people and the environment.*
- *Preventing any material damage or loss to property.*

*We regularly monitor our HSE performance through scheduled meetings and audits. The monitoring results and associated follow up actions will be communicated and implemented to facilitate a continual improvement of our operations.*

#### ***Environment***

*Our motto for environmental issues is "pollution prevention and no environmental damage".*

*MML is committed to environmental excellence. Our goal is always to protect the environment during a project, and to promote environmental protection in our operations and use environmentally friendly materials and systems.*

*Employees as part of the company also have an obligation to ensure responsible environmental practices are followed. Also, MML has a strong commitment to working closely with local communities to reduce the impact of projects on their environment and where possible include local labor and business in employment opportunities. Together we promote our philosophy of "pollution prevention and no environmental damage" in every work operation we undertake.*

### **9. Quality**

*MML has a philosophy of providing consistent quality to our clients. The Implementation of an integrated quality management system ensures that all the activities are carried out in a manner that meets or exceeds the requirements agreed with our clients.*



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*MML'S Quality Management System provides a framework for managing and improving activities by ensure the following process:*

- *Customer Focus*
- *Quality Policies*
- *Objectives*
- *Quality Plan*
- *Review and Improvement*

*To comply with the ISO 9001 standard requirement, regulatory and statutory, MML has stated and implemented core elements of Quality Management, including:*

- *Documentation System*
- *Resource Management*
- *Product Realization*
- *Measurement, Analysis and Improvement*

*By being concerned with delivery of our values, MML'S Quality Management System is able to continuously meet or exceed the expectations of Employees, Client's and Environment System.*

### **10. Purchasing**

#### ***Purchasing Policy:***

*Centralized purchasing provides more efficient controls which are necessary to insure that the accounting records accurately reflect purchasing and expenses of MML. The policy of the Purchasing Department is to buy what has been specified on a Material Request for all projects and Head Office Dept.*

#### ***Mission of Purchasing:***

*The mission of Purchasing is to develop and implement procurement practices and to monitor and facilitate the management of the company movable equipment inventory in accordance with company executive policy, and to provide quality and timely services to all division /projects. Purchasing Policy is based on procedures established by the company management and on rules and regulations publicized by the Internal Audit Department.*

*The Purchasing Department is located in the Company Head Office in Puducherry.*

#### ***Cost Effective Purchasing:***

*The role of Purchasing is to direct the strategic purchasing activities of the company by providing leadership in procurement functions. It negotiates procurement arrangements with suppliers and enters into outline agreements with these suppliers so that all divisions/projects benefit from the full purchasing power of the company.*



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The Purchasing Department of MML firmly adheres to a strict code of ethics, we mention some of them:

1. Strive to obtain the maximum value for each rupee of expenditure.
2. Decline personal gifts or gratuities from suppliers.
3. Grant all competitive suppliers equal consideration insofar as policy permits.

### **Some of the Purchasing Objectives:**

- Selection of suppliers, negotiation of terms of business and determination of practice trading arrangements.
- Optimization of stock holding purchase planning for the site in order to shorten delivery times. Implementing routines, reports to satisfy statutory, and management reporting requirements.

### **11. Scope of Activities**

- Commercial and Industrial Plants & Building Works
- Concrete Foundations
- Demolition Works
- Buildings Renovation Works
- Asphalt & Concrete Works
- Fencing
- Underground Utilities Works
- Structural Design and Drawing
- Architectural Design and Drawing
- Industrial Construction
- Residential & Commercial Construction
- Industrial Yearly Maintenance
- Manpower Supply in all Profession.
- Large Scale Project Painting (Asian Paints Approved Applicator)
- Safety Training and Implementation.
- Designing and/or implementing Project Management Control Systems
- Training your project team on project management best practices
- Training and implementation of project management programs.
- Project feasibility, design and monitoring
- Economic analysis and financial management
- Project appraisal and evaluation



**12. Managements**

<b>Title</b>	<b>Duties</b>
Director	Overseeing Managers in their areas of Marketing, Legal and Business Operations including Direction of projects, duties and responsibilities that cut across organizational boundaries.
General Manager	She heads Finance & Administration Department and represents the in working with various company and external organizations. She acts on behalf of the Director during his absence.
Projects Director	Directs the overall construction management, and operations of all projects and Related constructions activities.
Project Manager	Take complete charge of projects execution from mobilization stage to execution and commissioning stage. Optimize productivity and increase profitability. Plan, execute and monitor any assigned project as per project schedule. Coordinate with Client and update them on ad-hoc basis about the work progress and ensure maximum customer satisfaction at each stage of project execution.
Purchase Manager	Purchasing Manager is responsible for sourcing equipment, goods and services and managing vendors. He performs strategic procurement activities across multiple categories of spend and search for better deals and find more profitable suppliers.
Planning Engineer	Responsible for planning and scheduling of projects. Coordinate with client including preparation of monthly project reports.
Project Estimator	Responsible for quantifying and pricing of all the work items required for bidding a project. Review all pertinent specification sections and contract documents, including addenda, perform computerized quantity take-off and pricing of all assigned items. Perform site investigations and attend Pre-bid meetings.
QA/QC Manager	Oversee the implementation of the project QA/QC plan. Directs, implements improves and verifies the effectiveness of quality systems during the project
SHE Manager	Oversee the safety of all projects. Key responsibilities include: Incident management reporting, tracking training records, conduct safety meetings at project sites and in the office.
Finance Manager	Assist in financial planning, forecasting and projections of revenues and expenses. Conduct financial reporting, monitoring and analysis. Supervise accounting areas.
Administration Manager	Coordinate and direct many support services that allow the company to operate effectively. Performing broad range of duties. Oversee secretarial and reception services, administration, payroll, conferences planning travel, insurance, housing transportation, typing, human recourses recruiting and office services.



**13. QA/QC PLANS:**

**CONTENTS**

**a. GENERAL REQUIREMENTS**

- i. Introduction*
- ii. Organization*
  - iii. Site Organization Chart*
  - iv. Subcontractor*
  - v. Responsibilities*
  - vi. Authority*
  - vii. Coordination*
  - viii. QC Personnel Qualifications*

**b. FIELD QUALITY CONTROL EXECUTION**

- i. Definable Feature of Work*
- ii. Inspection and Surveillance*
- iii. Permits*
- iv. Certifications*
- v. Control Phases*
  - Preparatory Phases*
  - Initial Phases*
  - Follow up Phase*
  - Project Completion*
    - vi. Taking Action for Deficiencies and Non-Conformance Table- Deficiency Action Alternatives*
    - vii. Testing and Observation*
- viii. Field Submittal Management*
  - Roles and Responsibilities*
  - Overview of the Submittal Process*
- ix. Documentation Requirements*
  - Contractor Daily Quality Control Report*
  - Contractor Daily Quality Control Report Supporting Documentation*
  - QC Field Notes*
  - Photo Logos*



**Review and Approval**

Providing an effective quality control system and a quality product is a top priority for MML Infra Private Limited (MML). This Quality Plan was prepared to guide work activities and quality management implementation for the **(Project Title and Contract Number)**. It will be followed by all employees of MML and Subcontractors.

By our signatures below, we approve the content of this plan for use on the:

Project Title:.....Project Contract:.....

Plan Prepared by Quality Manager: .....(Name).....Date:.....

Plan Approved by Projects Director.....(Name).....Date:.....

Plan Concurrence by Project Manager/Alternate :.....( Name).....Date:.....



## **A. GENERAL REQUIREMENTS**

### **1. Introduction**

*MML Quality Control Management Plan is documented to confirm the specific industry standards and guidelines for Quality Control on each project. This QCMP is documented to address project quality execution and implementation throughout the duration of the project.*

*The Goal of MML is to provide a quality project that confirms to contract requirements.*

*In support of our goal this QCMP outlines the project approach to quality control by addressing the following key aspects of project quality:*

- *Organization*
- *Staff Responsibility and Authority*
- *Personnel Qualifications*
- *Design Quality Control*
- *Definable Features of Work*
- *3-Phase Inspection Activities*
- *Testing and Observations*
- *Submittal Management*
- *Documentation and Reporting Requirement*

*This QCMP shall be used by MML, applicable subcontractors, and material vendors to ensure compliance with contract requirements found in the project specifications and reference codes.*

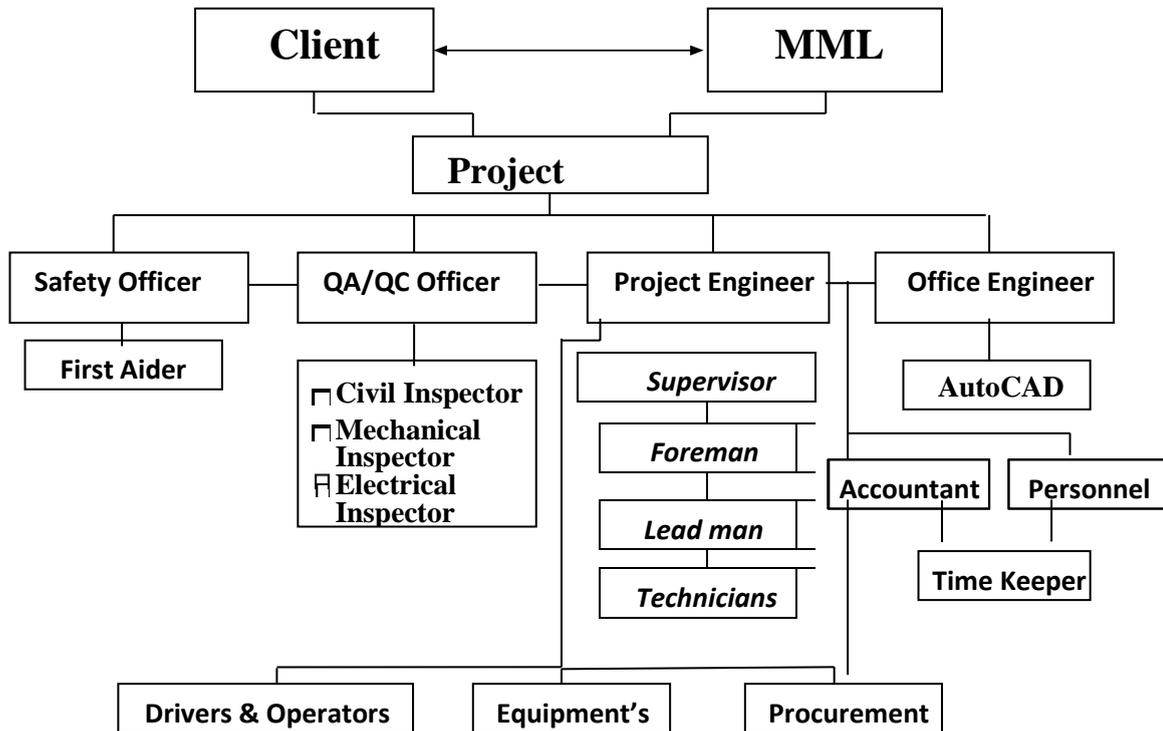
### **2. Organization**

*The organization of MML Quality staff for this project reflects the requirements presented in the project specifications. The organization of the project staff, including QC/QA staff, is presented in Figure 1.*

*Quality Control Manager (QCM) will provide QC oversight and guidance throughout the duration of the projects. Under the QCM, a dedicated quality control alternate will be assigned. During the course of the project, additional quality control inspectors may be added as necessary to ensure contract compliance.*

*Any additional QC staff shall be designated by the QCM and shall have complete authority to take reasonable actions necessary to ensure compliance with the contract and design requirements. If necessary, the QCM or designated individuals are authorized to stop work.*

3. FIGURE 1-SITE ORGANIZATION CHART



4. Subcontractors

The anticipated trades, who will team with JASCO in the execution of this contract, are as follows:

- Demolition and General Trades
- Acoustical Ceilings
- Tile, Carpet, Flooring
- Painting
- Plumbing and HVAC
- Electrical
- Access and Security
- Fire Alarm and Data
- Fire Suppression
- Cabinets, Countertops, Millwork



## 5. Responsibilities

*Project quality staff responsibilities shall be as follows:*

### **QC Manager:**

*The QC Manager maintains a direct reporting relationship to MML'S Operations Executive on matters of overall project quality control implementation. The QCM and MML Field Engineers shall maintain overall responsibility to ensure that the quality of field work performed by construction crews is in compliance with contract and approved work plan requirements. In addition, the QCM and Field Engineers are responsible for coordinating data collection, management, and implementation of all applicable QC documentation. The identified alternate QCM shall hold the same duties and responsibilities of the QCM in the event of loss or absence.*

*The QCM shall be responsible for the following:*

- *Overall implementation of this CQMP and the three phase QC process.*
- *Review and approval of daily reports.*
- *Ensure proper scheduling of preparatory and initial phase inspections.*
- *Attending preparatory and initial phase inspections.*
- *Prevent, stop, or correct QC deficiencies, defective work, or noncompliance.*
- *Exercise "stop work" authority when required to prevent performance inconsistent with contract documents.*
- *Investigate research, define, and isolate quality problems and participate in their resolution.*
- *Initiate and maintain QC records, review procedures, and monitor documentation for completeness, accuracy, and compliance with contract requirements.*
- *Monitor and update the submittal register and review submittals.*
- *Ensure that as built drawings (redlines) are being accurately maintained.*
- *Staffing, approval, and assignment of additional discipline specific inspectors as needed to ensure effective implementation of this QCMP.*

### **Field Engineer:**

*The Field Engineers shall be on site daily and be responsible for the following:*

- *Daily inspection and implementation of this CQMP and the three phases QC process, Requirements.*
- *Preparation of daily reports.*
- *Holding preparatory and initial phase inspections.*
- *Prevent, stop, or correct QC deficiencies, defective work, or noncompliance through daily inspection.*



## MML GROUPS

- Exercise “stop work” authority when required to prevent performance inconsistent with contract documents.
- Prepare QC records and QC documentation.
- Perform first line submittal review and coordination.
- Ensure that as built drawings (redlines) are being accurately maintained on a daily basis.
- Keep a daily logbook to record all significant project site events.

### **Additional Discipline QC Inspectors:**

Discipline QC inspectors, when utilized, shall report to the QCM in all matters of quality control for their covered project activities. QC inspectors shall ensure through the three phase inspection process that the quality of field work performed by the construction crews are in compliance with contract and approved design requirements. Discipline inspectors will generate report forms and provide them to the QCM. Discipline inspectors shall be utilized as necessary by the QCM to augment the three phase quality control process and/or address specific deficiency areas as required. Discipline inspectors will be subject to the approval of the QCM and shall be under the direction of the QCM for all inspection and support tasks.

### **6. Authority**

MML'S Operations Executive delegates the responsibility and authority to the QCM to adequately perform the functions of the position, including the authority to stop work that is not in compliance with the contract and project plans.

An appointment letter is issued by the MML Operations Executive, describing the QCM responsibilities, and authority. A copy of this letter is included in Appendix A for the QCM as well as the alternate QCM.

### **7. Coordination**

The QCM must effectively communicate the content and purpose of the contract documents and this QCMP to members of the field team to ensure consistency of implementation. In addition, the QCM must monitor data collection and ensure that proper project documentation occurs.



## 8. QC Personnel Qualifications

QC personnel shall meet the following minimum qualifications:

### QCM:

The QCM is assigned responsibility for ensuring all aspects of the contract drawings and specifications are properly implemented and monitored. The individual in this role must possess sufficient practical, technical, and managerial experience to successfully implement the overall QC program. In addition, the minimum qualifications of the QCM shall include:

- The QCM shall have a minimum of 10 years combined experience as a manager, inspector, QC Manager, project manager, or construction manager on similar size and type construction contracts which included the major trades that are part of this contract.
- The QCM shall have attended the course entitled "Construction Quality Management for Contractors."

### Additional QC Staff:

Other QC personnel (QC Inspectors) shall be utilized on an as needed basis shall be field engineers and/or technicians who possess adequate formal training and sufficient practical, technical, and administrative experience in executing and recording inspection activities. Inspection personnel shall demonstrate construction and discipline specific knowledge (as appropriate to their job duties), know the appropriate codes and regulations, understand observation and testing procedures, have knowledge of equipment and general site safety, and receive training in pertinent project documents relating to the work. Additional QC personnel are subject to the approval of the QCM. The QCM shall generate formal assignment letters for all additional QC staff members.

## B. FIELD QUALITY CONTROL EXECUTION

The QC program shall be implemented through three phases of control for all definable features of work (DFW's) to meet the following purpose:

ENSURE THAT CONSTRUCTION IS PERFORMED ACCORDING TO PLANS AND SPECIFICATIONS, WITH PROPER DOCUMENTATION, ON TIME, AND WITHIN A DEFINED BUDGET.

The following sections outline the use of operational procedures to ensure QC from the preparatory stages of inspections to delivery of a final product.



### **1. Definable Feature of Work**

*Control of quality shall be accomplished using the three phase control process for all DFW's. The project DFW's are identified as follows. Reference specification will be added to this table as design elements are completed.*

### **2. Inspection and Surveillance**

*The Field Engineers have overall responsible for executing a QC inspection, testing, monitoring, observation, and surveillance system through implementation of the three-phase control process. All subcontractor reports, testing records, and inspection reports will be reviewed for accuracy and consistency by the QCM for review and acceptance.*

*The Field Engineers shall keep a daily log book and other records to document inspections, testing, observations on construction techniques, and to report the status of ongoing testing and other data relevant to the QC effort. The QCM and any subordinate inspectors shall report the testing results, provide timely authorization to proceed with the work, or initiate nonconformance actions..*

### **3. Permits**

*The permits required for a particular phase of work shall be obtained prior to the preparatory phase meeting for the respective DFW and shall be presented and discussed at the preparatory phase meeting. Any permit required for a DFW shall be documented in the preparatory phase checklist and recorded as part of the QC daily report.*

#### **a. Certifications and Licenses**

*Certifications and licenses for personnel, equipment, materials, plans, and specifications shall be identified in the preparatory phase checklist for the respective DFW. Each certificate and license shall be presented and discussed at the preparatory phase meeting and recorded as part of the daily report.*

#### **b. Control Phases**

*Project quality control shall be accomplished using the three-phase control process (preparatory, initial, and follow-up phases) for each DFW, where the definable feature is a task that is separate and distinct from the other tasks and has a specific set of control requirements. Each control phase represents an opportunity to prevent deficiencies that would otherwise result in nonconformance.*

*The following text outlines the execution and specific requirements of the three phases within construction quality management. Additionally, a section on project close out requirements is included to outline the QC role in project completion.*



## ***Preparatory Phase***

### *Notification Requirements*

*The designated Client Representative shall be notified at least 24 hours in advance of beginning a preparatory phase inspection for a DFW.*

### ***Execution***

*A preparatory phase meeting shall be performed prior to beginning work on each definable feature of work (DFW). The meeting is conducted by the QCM or Field Engineers, and shall be attended by the Site Engineer(s), any associated discipline inspector(s), and specified subcontractor foremen responsible for completing work on the DFW. Included The Preparatory Phase Meeting Form and a preliminary checklist for each project DFW. These preparatory check lists are provided in this report to assist the CQM in running the preparatory phase meeting prior to implementing work on a DFW. This documentation shall guide the preparatory phase meeting with minutes and notes being recorded. As a note, Preparatory Phase Checklists presented in this CQMP will require modifications to address current site conditions and methodology.*

### ***The preparatory phase meeting shall include:***

- 1) A review of applicable plans and specifications to include reference codes and standards.*
- 2) A check to ensure that all materials and/or equipment have been tested, submitted, and reviewed. Preliminary work supporting the DFW is complete and acceptable.*
- 3) Examination of the work area to ensure that all required preliminary work has been completed and is in compliance with contract requirements.*
- 4) A physical examination of required materials, equipment, and sample work to ensure that they are on hand, conform to submitted shop drawings or submitted data, and are properly stored.*
- 5) A review of the applicable job hazard analysis.*
- 6) Discussion of procedures for performing the work including construction tolerances and workmanship standards.*
- 7) A check to ensure that the portion of the design for the work to be performed has been accepted by applicable review authorities.*
- 8) A review of specific inspection and testing points.*

### ***Preparatory Phase Documentation Requirements.***

*A preparatory phase meeting is documented and retained in the project files. Original documentation from the preparatory phase shall be recorded in QC daily report and shall include: • Meeting notes and minutes prepared by the QCM or designated Field Engineers.*

- The complete and signed Preparatory Phase Checklist.*
- Applicable distributed meeting material.*



## ***Initial Phase***

### ***Notification***

*The designated government representative shall be notified at least 24 hours in advance of beginning the initial phase.*

### ***Execution***

*The initial phase shall be accomplished at the beginning of a DFW. A field meeting format shall be used to address quality, safety, or coordination issues before they occur. While the preparatory phase occurs at a supervisory level, the initial phase shall be carried out at the worker level to insure compliance with applicable quality requirements. The initial phase should be repeated for each new crew to work onsite, or any time acceptable or specified quality standards are not being met.*

*Initial Phase Meeting Form and is to be modified for use with each project DFW. The Preparatory Phase Checklist and the Initial Phase Meeting Form shall guide the Initial phase meeting with minutes and notes being recorded. The following shall be accomplished in the initial phase:*

- 1) A check of preliminary/initial representative work to ensure that it is in compliance with applicable requirements.*
- 2) Review of preparatory meeting minutes.*
- 3) Verification of required controls, inspection, and testing.*
- 4) Establish level of workmanship and verify that it meets minimum acceptable standards.*
- 5) Resolution of coordination issues and differences.*
- 6) Check safety to include compliance with an updating of the Activity Hazard Analysis (AHA) as necessary. Review AHA with workers.*
- 7) The initial phase shall be repeated for each new crew to work onsite, or any time acceptable specified quality standards are not being met.*

### ***Initial Phase Documentation Requirements***

*An initial phase meeting is documented and retained in the project files. Original documentation from the initial phase shall be recorded in the daily QC report and shall include:*

- Initial phase minutes prepared by the QCM/Engineer and approved by the QCM.*
- The complete and signed Initial Phase Meeting Form.*

### ***Follow up Phase***

***Notification:*** *There is no notification requirements associated with the follow-up phase.*



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**Execution:** *The follow-up phase consists of daily checks performed to assure continuing compliance with applicable quality standards and contract requirements. Towards the end of a DFW, final follow-up checks shall be conducted and all deficiencies corrected prior to the start of additional DFWs which may be affected by the deficient work.*

**Follow up Phase Documentation Requirement:** *Daily checks shall be recorded as in the text of the daily QC report.*

### **Project Completion**

#### **Notification:**

*The designated Client's Representative shall be notified by the QCM of the status of the contractor punch list as well as the correction of all deficiencies. The pre-final and final inspections should be properly scheduled with involved personnel (and the customer in the case of the final inspection.)*

#### **Execution:**

*The following sequence of QC inspections and closure activities should occur at the completion of project work:*

- 1) Throughout the execution of the work the QCM and subordinate inspectors shall conduct inspections of the work and develop a deficiency log for work inspected that is not in conformance with contract plans and specifications. The QCM shall review all deficiency logs generated and compile into a project deficiency log. The punch list generated by the QCM with input from the designated client's representative shall be posted in the field office. This list shall be maintained and kept current and reported in the generated daily quality control report and shall include the estimated date by which each deficiency will be corrected. The designate client's representative shall notify the QCM of their finding of any additional deficiencies. The QCM shall add these deficiencies to the maintained punch list. The QCM and subordinate inspectors shall repeat inspection(s) as necessary to ascertain that all deficiencies have been corrected. These additional inspection(s) as well as a statement that all punch list deficiencies have been corrected shall be recorded in the QC daily report.*
- 2) Following Contractor punch-out, the designated client's representative, QCM and any discipline inspectors shall conduct the pre-final inspection. The QCM will assure that all deficiencies noted during the pre-final status of corrective actions in the daily quality control report. Upon correction of all nonconforming work the QCM shall certify in writing to the client's Representative that all work completed to date is in accordance with the plans and specifications.*
- 3) The final inspection occurs in the same manner following the completion of pre-final corrective actions. As with the pre-final inspection, the QCM shall document the inspection as well as the correction of all deficiencies in the daily quality control report.*



### **Project Completion Documentation Requirements**

As previously discussed, documentation of all completion inspections, including contractor punch-out, shall be recorded into the daily quality control report. During construction of the project the QCM shall ensure that updates to the project red line drawings are kept current. During project completion, the QCM shall ensure the completion and quality of as-built drawings and O&M manuals, where appropriate.

#### **c. Taking Action for Deficiencies and Non Compliance**

The QCM and subordinate inspectors shall not only identify and track deficiencies, but shall implement the proper action to resolve/correct deficiencies. A number of tools shall be available to document, track, and correct deficiencies yet proper judgment on the part of the QCM is also required to best address deficiencies. Provides a summary of available actions for resolving, tracking, and documenting deficiencies

#### **d. Testing and Observation**

A QC Testing List will be generated as part of the preparatory phase meeting when anticipated tests are required in performance of this contract. This matrix shall be appended to accommodate additional project designs as they become available. All analysis of tests shall be performed by an approved laboratory with current validations/certifications.

Before a particular field test is performed, The QCM shall become familiar with the particular testing method required. The QCM or applicable discipline inspectors shall consult with the person performing the field test methods and note any variations or substitutions to the prescribed method. QCM and staff members shall have the authority to stop any testing that does not conform to specifications. All testing procedures shall be based upon the applicable accepted industry methods.

Testing may include analytical testing of soils, fluids, or other matrices; and testing of materials; and any quality control testing work required to verify compliance with contract specifications. The QCM will perform periodic spot checks of testing activities and document compliance in the QC Daily Report.

Offsite testing laboratories, if required, shall be appropriately certified. If required and under special circumstances, offsite testing laboratories must have approval vendor with the client or may be inspected and audited by the QCM to verify that the facilities and testing equipment are available and that they comply with testing standards. This inspection and audit would include review of all laboratory certifications, verification that instruments have been calibrated against certified standards, and securing of copies of calibration records from the testing laboratory for the job site files. Actual locations of each test sample shall be selected to provide adequate representation of the material.



*e. Field Submittal Management*

***Roles and Responsibilities***

*In the field, the QCM or Field Engineers shall be responsible for 1) proper execution of submittal procedures, 2) ensuring that submittals meet specified requirements, 3) transmittal and submission to Client's Representative, and 4) proper documentation and tracking of submittals. The QCM shall be responsible for submittal management during project. It is key that submittals are properly managed prior to field efforts and that a proper transfer of submittal responsibility occurs between the Client's Representative and the QCM prior to the start of definable features of work.*

***Overview of the Submittal Process***

***The following timeline overviews the submittal process:***

- 1) Within 10 days of MML provides the draft QCM Plan, draft submittal register, and preliminary project schedule to the Client's representative for initial concurrence and approval.*
- 2) Final QCM Plan, Submittal register and Project Schedule revised as needed for final approval.*
- 3) Starting with procurement and extending to mobilization, administrative submittals between MML and MWR shall be recorded and tracked primarily by the QCM. A Submittal Transmittal Sheet shall be generated and shall accompany all Submittals. Additionally, the Submittal Register Form shall be kept current and updated where necessary.*
- 4) During pre-mobilization activities, the QCM shall become familiar with required submittals by reviewing applicable submittal registers. The QCM shall review the current status of each submittal register and verify that required submittals have been made. Discrepancies, where noted, shall be brought to the attention of the Client's Representative and resolved prior to field mobilization.*
- 5) The QCM shall be responsible for review of all submittals prior to submission to the Client's Representative for approval.*
- 6) The QCM ensures the quality and documentation of submittals. As with pre-mobilization activities, submittals shall be accompanied by a Transmittal Sheet and the Submittal Register shall be kept current and updated.*
- 7) Issues regarding the quality or timeliness of submittals noted by the QCM shall be considered deficiencies and managed as such (NOTE: In most cases, failure to meet submittal requirements has direct contractual implications and contracts representatives need to be made aware of the issues and associated resolution.)*
- 8) In conjunction with activity closeout or demobilization, the QCM shall ensure that submittal files are complete, of sufficient quality, and up to date.*



**f. Documentation Requirements**

*The QCM shall ensure complete and accurate project documentation and data collection. This documentation forms the basis of record for work activities and will serve to support the project during follow up reporting and completion. All project records will be retained onsite at the project office (MML Site Office) until final completion, at which point they will be retained in the MML project archive files located at MML's Office located in Puducherry.*

**Contractor Daily Quality Control Report**

*The QCM shall ensure complete and accurate project documentation. This documentation forms the basis of record for work activities and will serve to support the project during follow up reporting and completion.*

*Appendix C contains a MML standard QC daily report form to be completed by the QCM daily to record project work and inspections to include supporting documentation and reports from Subcontractors or field testing laboratories.*

**Contractor Daily Quality Control Report Supporting Documentation**

*Supporting Documentation should include only those documents that are fact based, and are not judgment based. The supporting documentation shall include, but not be limited to:*

- *Field testing results*
- *Completed Tailgate Safety Meeting Forms*
- *Preparatory Inspections and meeting minutes*
- *Initial Inspections and meeting minutes*
- *Written instructions by the client's representative to MML*
- *Written instructions by MML to Subcontractors*
- *Material Specifications*

*All of these and other pertinent information shall be maintained inside the field files.*



**QC Field Notes**

The QCM or Field Engineers daily field notes serve as a tool in recording events throughout the day for later inclusion into the QC daily report. The QC daily report serves as the project's official documentation. Pertinent facts recorded in the field notes shall be included in the daily report.

**Photo Logs**

Photographs provide the most accurate demonstration of the field worker's observations. The project photo log will be maintained and indexed electronically.

**14. List of Completed and Ongoing Projects**

**Table 1 - Ongoing Projects**

Sl. No	Full particulars of similar work carried out by tenderer			Amount of work in USD	Completion time as stated in Tender	Actual completion time and year of execution		Name & Address of Authorities for whom work was carried out
	Name of Work/ Project	Location	Owner/ Client			Actual completion time	Year of Execution	
1	Jehovah Project Civil works G+2 Apartments,	Ullagaram Chennai	Jehovah Developers	8100000	12 months	-	2019 – 2020	Table.2 Sl. No.2
2	Urban Health Centre	Pondicherry	JIPMER	1139066	12 months	-	2016 - 2017	Table.2 Sl. No.1



**Table 2 – Contact Details of Ongoing Projects**

S. No.	Name	Designation	Address	Email	Phone
1.	Mr. Thomas Pannerselvam	Project Manager	Puducherry	<a href="mailto:thomaspannirselvam@hllhites.com">thomaspannirselvam@hllhites.com</a>	9443699819
2.	Mr. Antony Praveen	General Manager	Chennai	<a href="mailto:jehovahdentalclinic@gmail.com">jehovahdentalclinic@gmail.com</a>	9952032033

**Table 3 - Contact Details of Recently Completed Projects**

S. No.	Name	Designation	Address	Email	Phone
1.	Mr. Govindasamy	Project Manager	Chennai	<a href="mailto:govindasamyelumalai45@gmail.com">govindasamyelumalai45@gmail.com</a>	9444898385
2.	Mrs. Vijaya	Owner, Mother care resort	Pondicherry	<a href="mailto:motherovijaya@gmail.com">motherovijaya@gmail.com</a>	9345111117
3.	Mr. Nagarajan	C.E (civil) ONGC	Karaikal	<a href="mailto:nagarajann47@yahoo.com">nagarajann47@yahoo.com</a>	9442500546
4.	Mr. Vijayakumar	Project Manager ADIPL	Chennai	<a href="mailto:vijayakumar@aquadesigns.in">vijayakumar@aquadesigns.in</a>	9790531446
5.	Mr. Vaisakh	Owner	Pondicherry	<a href="mailto:vaisakh201@gmail.com">vaisakh201@gmail.com</a>	8903480267
6.	Mr. Prathik	Project Manager Pixie Dust Resort	Puducherry	<a href="mailto:prathiksah@gmail.com">prathiksah@gmail.com</a>	9677223331
7.	Mr. Vijaya Kumar	Project Manager ADIPL	Chennai	<a href="mailto:vijayakumar@aquadesigns.in">vijayakumar@aquadesigns.in</a>	9790531446
8.	Mr. Louis Cohen	Project Holder	Puducherry	<a href="mailto:louis@auroville.org.in">louis@auroville.org.in</a>	0413 2622521

**Table 4 – Contact Details of Our Architect**

S. No.	Name	Designation	Address	Email	Phone
1.	Mr. Ganesan	Project Manager	Puducherry	<a href="mailto:pm@ovoidatelier.com">pm@ovoidatelier.com</a>	9994519772
2.	Mr. Ravi	Junior Architect	Puducherry	<a href="mailto:ravi@designcollaborative.co.in">ravi@designcollaborative.co.in</a>	9629317050

**Table 5 - Completed Project**

Sl. No	Full particulars of similar work carried out by tenderer			Amount of work in USD	Completion time as stated in Tender	Actual completion time and year of execution		Name & Address of Authorities for whom work was carried out
	Name of Work/ Project	Location	Owner/ Client			Actual completion time	Year of Execution	
1.	Sea View Resort	Puducherry	MML	1440000	24 months	24 months	2012 - 2014	-
2.	Residential Colony Sivagangi	Sivagangai	Private	1752500	18 months	18 months	2010 - 2011	-
3.	Bungalow(Susai, Asir, Anand, Cyril)	Pondicherry, Neyveli	Private	1504933	12 months	12 months	2011 - 2012	-
4.	Celins Kitchen Restaurant	Pondicherry	Private	250000	3 months	3 months	2013 - 2014	-
5.	Mother care holiday resort	Pondicherry	Private	283333	6 months	6 months	2013	Table.3 S.No. 2
6.	MASS Commercial complex	Pondicherry	Private	600000	6 months	6 months	2014	-
7.	1.4 MLD-STP	Chennai	TNSCB	884033	10 months	10 months	2013 - 2014	Table.3 S.No. 3
8.	Living Accommodation	Karaikal	ONGC	427566	12 months	11 months	2014 - 2015	Table.3 S.No. 3
9.	Pixie Dust Resort	Pondicherry	Private	2166666	20 months	20 months	2014 - 2015	Table.3 S.No. 6
10.	Residential House(G+1)	Pondicherry	Private	13333	8 months	7 months	2015 - 2016	Table.3 S.No. 5
11.	Puzhal Water Tank	Chennai	Metro water	6000000	24 months	24 months	2014 - 2016	Table.3 S.No. 3
12.	IITM-STP	Chennai	Aqua Designs	1096433	18 months	20 Months	2015 - 2016	Table.3 Sl. No.4
13.	Sunship Housing (G +5 apartment)	Pondicherry	Auroville Foundation	1600000	18 months	17 Months	2015 - 2016	Table.3 Sl. No.8
14.	Kalpna Housing (G+3 apartment)	Pondicherry	Auroville Foundation	2043200	12 months	-	2016 - 2017	Table.4 Sl. No.1
15.	Aravind Eye Hospital, PG Hostel	Pondicherry	Aravind Eye Hospital	1096666	6 months	-	2016- 2017	Table.4 Sl. No.2
16.	JIPMER Pump House	Pondicherry	JIPMER	256666	5 months	-	2016-2017	Table.2 Sl. No.1
17.	New Staff Quarters G+4	T. Nagar Chennai	Hindi Prachar Sabha	1422200	12 months	13 months	2017- 2018	Table.3 Sl. No.1
18.	Construction of Second floor in Mahatma Gandhi School	T. Nagar Chennai	Hindi Prachar Sabha	112116	6 months	6 months	2017- 2018	Table.3 Sl. No.1



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15. Some of Our Valuable Client





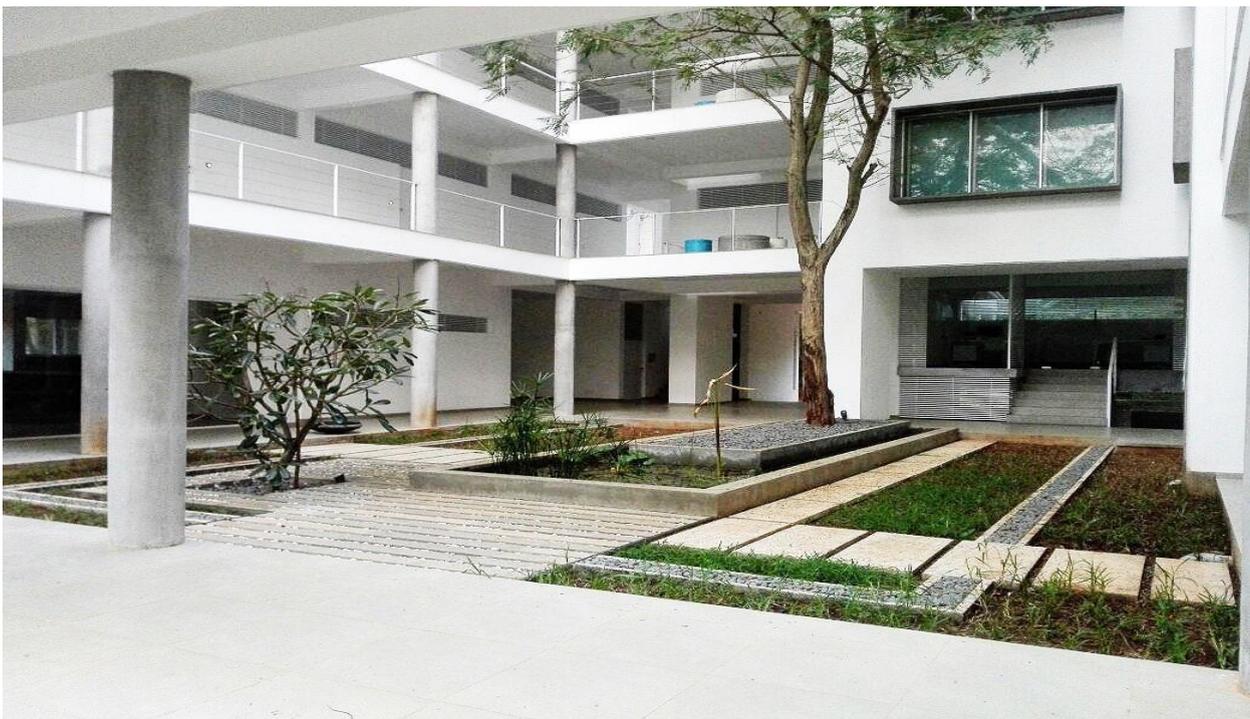
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**16. Gallery - Our Project Photos COMPLETED**  
**AND ONGOING PROJECT PHOTOS**



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*SUNSHIP HOUSING PROJECT (G+5 APARTMENTS), AUROVILLE*





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**Registered office:** No.3, 1<sup>st</sup> Floor, Kailash Nagar, Lawspet, Puducherry-605008, Ph:0413-2257944  
**Corporate Office:** No.249/1,Plot No.40,Porur Garden, Chennai, Tamil Nadu-600116, Ph:044-79660421  
Email: [info@mmlgroups.com](mailto:info@mmlgroups.com), Web: [www.mmlgroups.com](http://www.mmlgroups.com)



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*KALPANA HOUSING PROJECT, AUROVILLE*





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*PIXIE DUST RESORT*





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*ST. GEORGE CHURCH*





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*MOTHER CARE HOLIDAY RESORT*





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**Registered office:** No.3, 1<sup>st</sup> Floor, Kailash Nagar, Lawspet, Puducherry-605008, Ph:0413-2257944  
**Corporate Office:** No.249/1,Plot No.40,Porur Garden, Chennai, Tamil Nadu-600116, Ph:044-79660421  
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*ARAVIND EYE HOSPITAL - PG HOSTEL BUILDING*





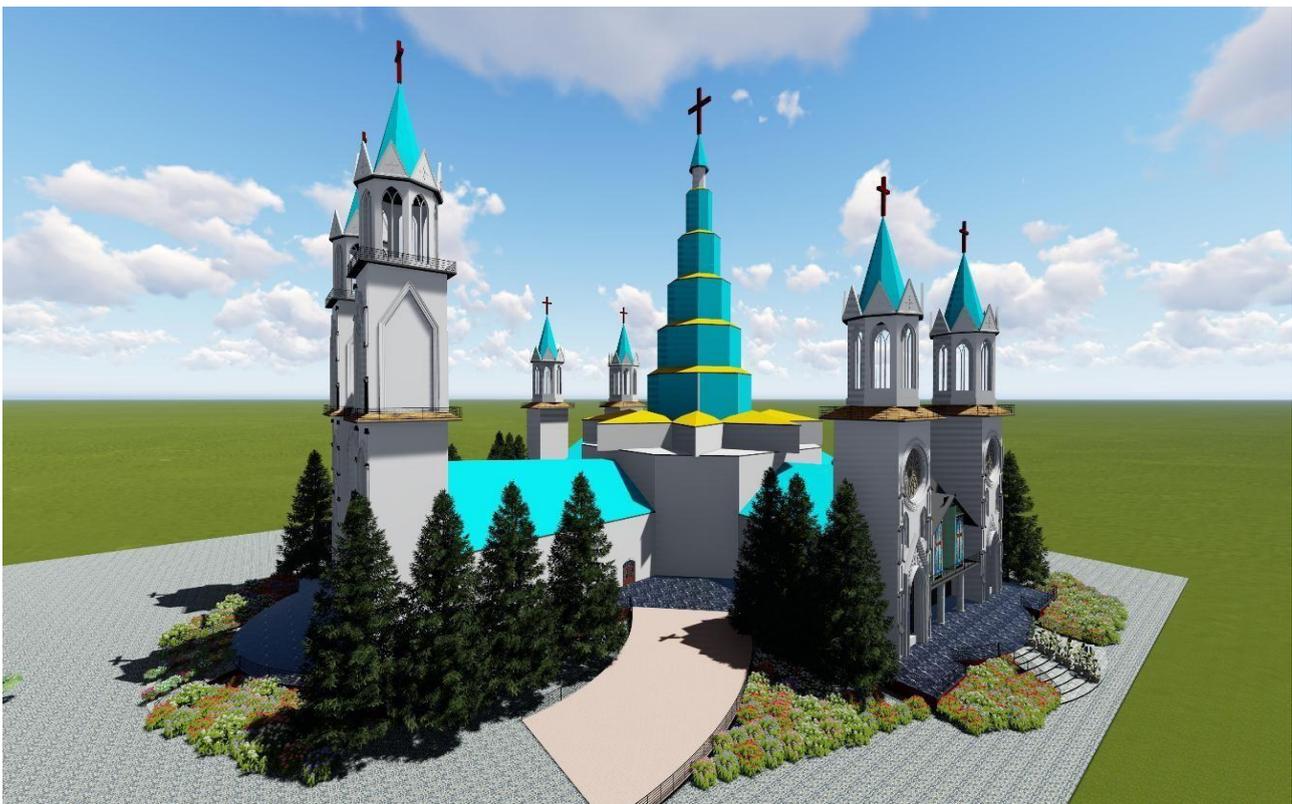
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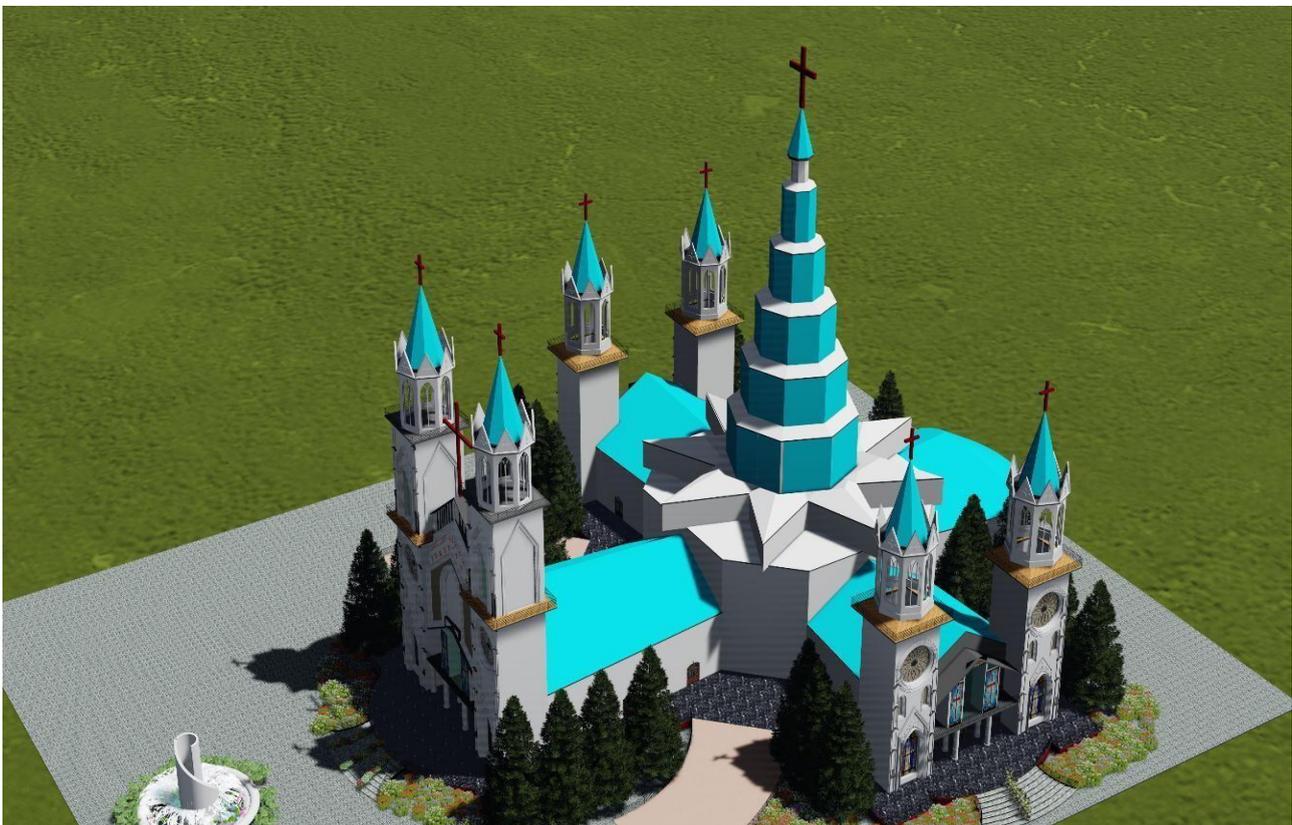
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*BLESSIE CHURCH DESIGNED BY MML*





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*PUZHAL WATER TANK PROJECT*





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**CONSTRUCTION OF ARMED FORCE ACCOMMODATION IN CAUVREY ASSETS UNDER ONGC PROJECT**





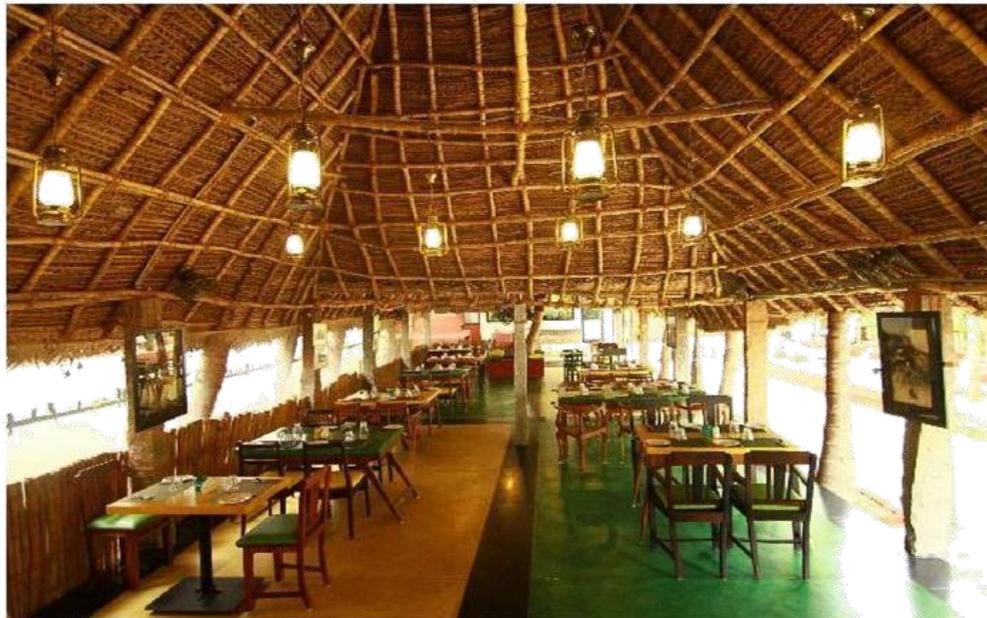
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*CELINE'S KITCHEN RESTAURANT*





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**Resort Construction**  
***Name: Lamel Cove Resort***





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17. AWARDS





**MML GROUPS**

***Declaration:***

*The above furnished Information is true up to our Knowledge.*

*For any clarification you can call the Client reference.*

***MML Groups***

*For Correspondence Please Contact our Registered Office.*

*Thanks with Regards*

***Managing Director***

*M. Sagaya Lenin Bobin. BE, MBA.  
+91 95666 66691*