

Format for Secondary User Registration on GeM Portal

Details Required –

1. **Full Name –**
2. **Designation –**
3. **Department –**
4. **Full Official Address with Pin Code –**
5. **Official e-mail id of @coalindia.in (Mandatory) [Please do not provide any other email id of gmail or yahoo etc.] –**
6. **Official Contact Number –**
7. **Role(s) Required (please select any one of the following options) –**
 - Only Buyer
 - Only Consignee
 - Only Technical Evaluator
 - Buyer and Consignee Both
 - Buyer, Consignee & Technical Evaluator
 - Paying Authority

Please Note: Do not send details/ copy of Aadhaar or PAN or ID proof. No document proof other than the details mentioned as above are required for registration on GeM.

The above request may be forwarded through respective HOD / concerned Area GM to GM(MM-Purchase)/HOD, CCL HQ for registration of the user on GeM portal.

N.B. Please send the above details duly filled-in through FILE in e-office.